



WINGAP ADMINISTRATION
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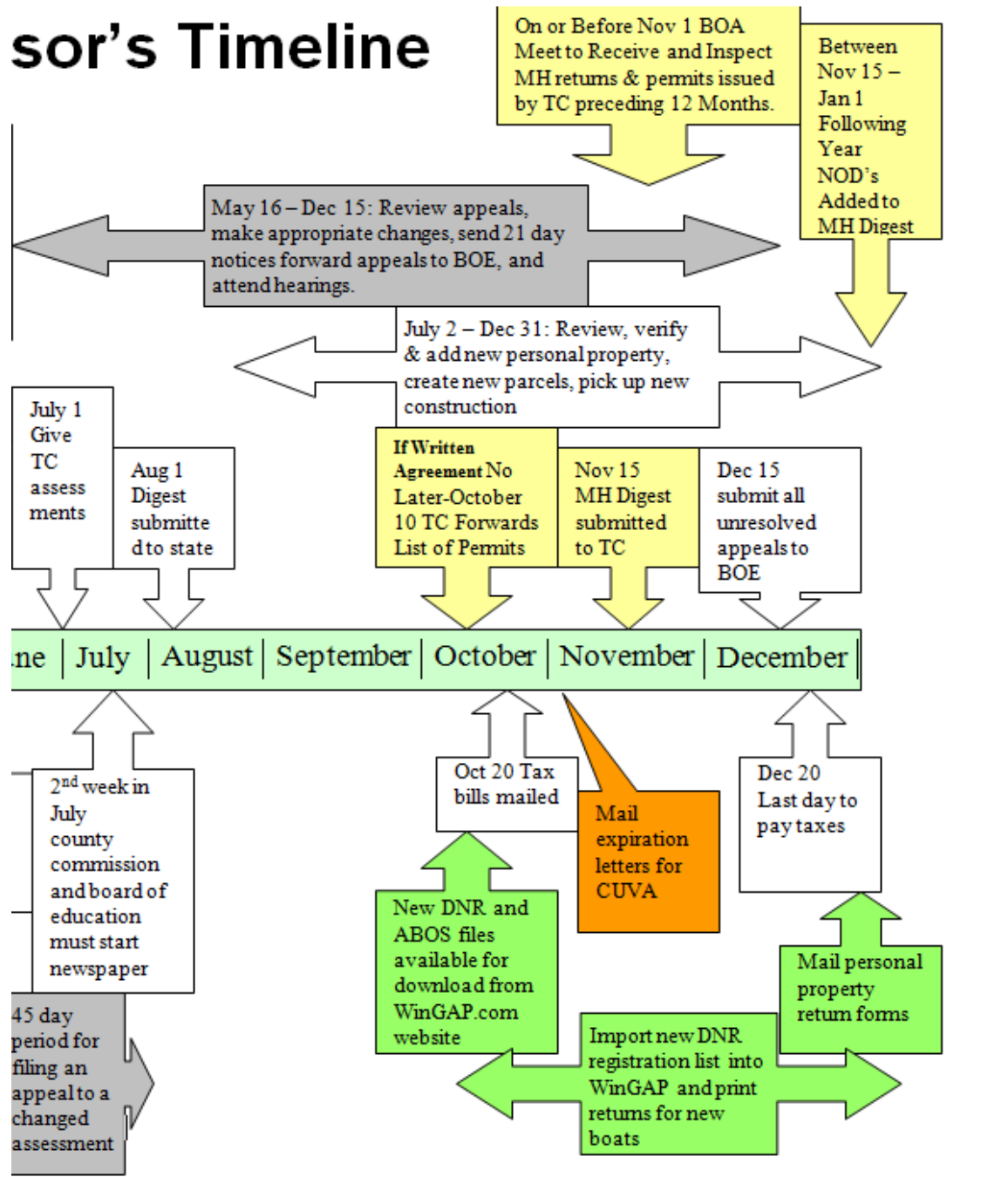
Introduction

WinGAP Administration is designed to provide the person/persons who generally oversee the operation of WinGAP in a county with details of procedures that must be performed. Many of these procedures, such as Yearend Cleanup and creating a future folder, are performed only once a year. Others, such as performing a current year backup, maintaining appeals and running sales assessment ratio studies, are done on a more frequent basis, almost daily.

The manual hopefully will provide the user with a handy reference to these procedures, a guide as to when some of the procedures should be done and a checklist to insure that all appropriate steps have been taken.

I must give due credit to those who have provided a great deal of the material for this class. Wayne Blackwelder and Grant Hilton, both DOR Local Government Services agents, prepared the material for a WinGAP seminar which was held several years ago. The material has been updated where needed and additional text added in some places but due to the excellent work performed on the original document the effort was minimal.

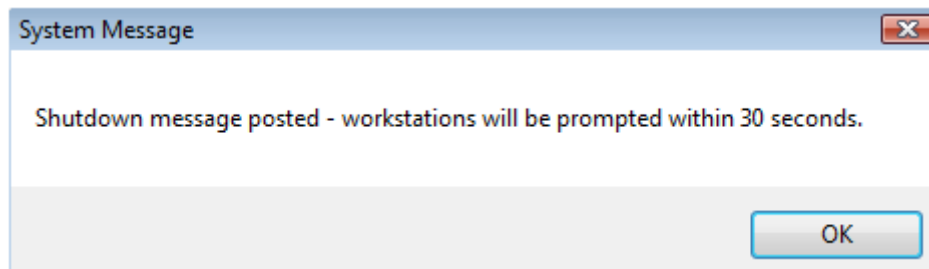
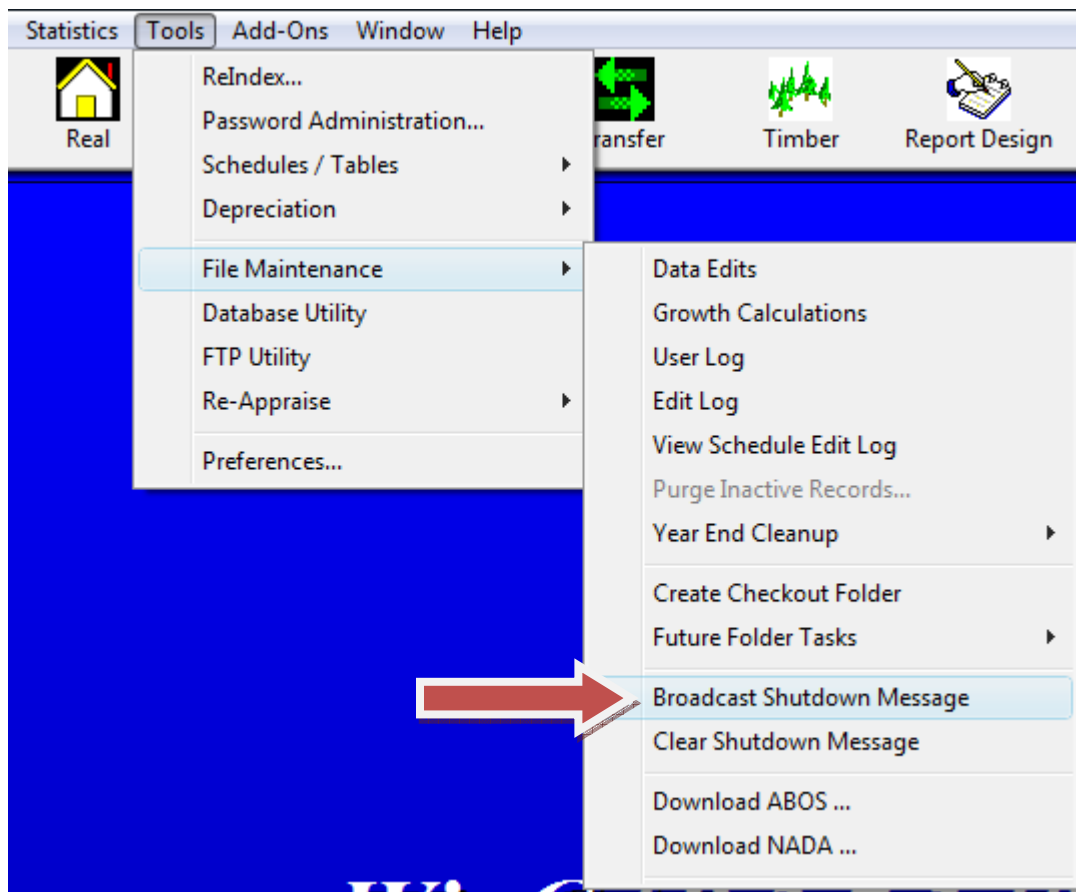
ASSESSORS TIMELINE (AFTER DIGEST SUBMISSION)



Clearing Users from WinGAP

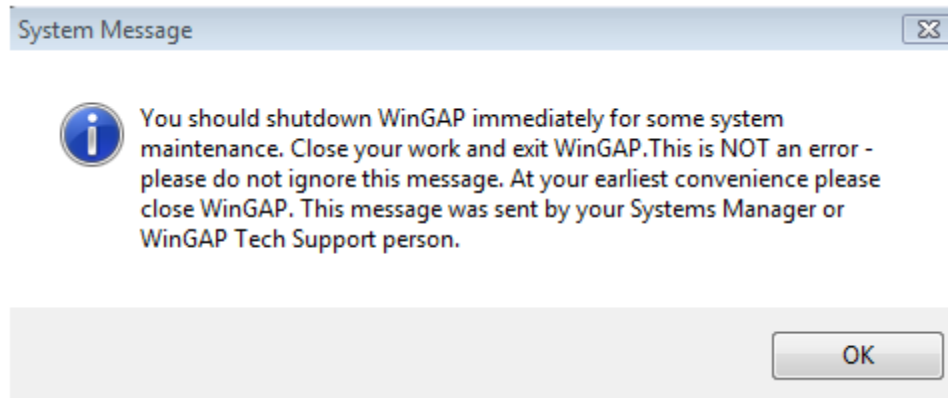
Broadcast Shutdown Message

When WinGAP is run on networks, occasionally it is necessary to have all users out of the program. Certain WinGAP maintenance functions, such as reindexing, inflationary growth calculations or program updates require exclusive use of the files. The Broadcast Shutdown Message option on the Tools > File Maintenance Menu makes it easy for the WinGAP System Manager or WinGAP Technical Support agent to send a message to all WinGAP users that they need to exit WinGAP so these procedure can take place. Clicking the Broadcast Shutdown Message produces the following window, informing the Systems Manager that the message has been sent over the network.



WinGAP Administration

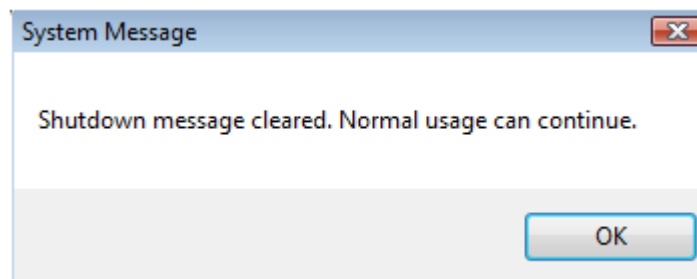
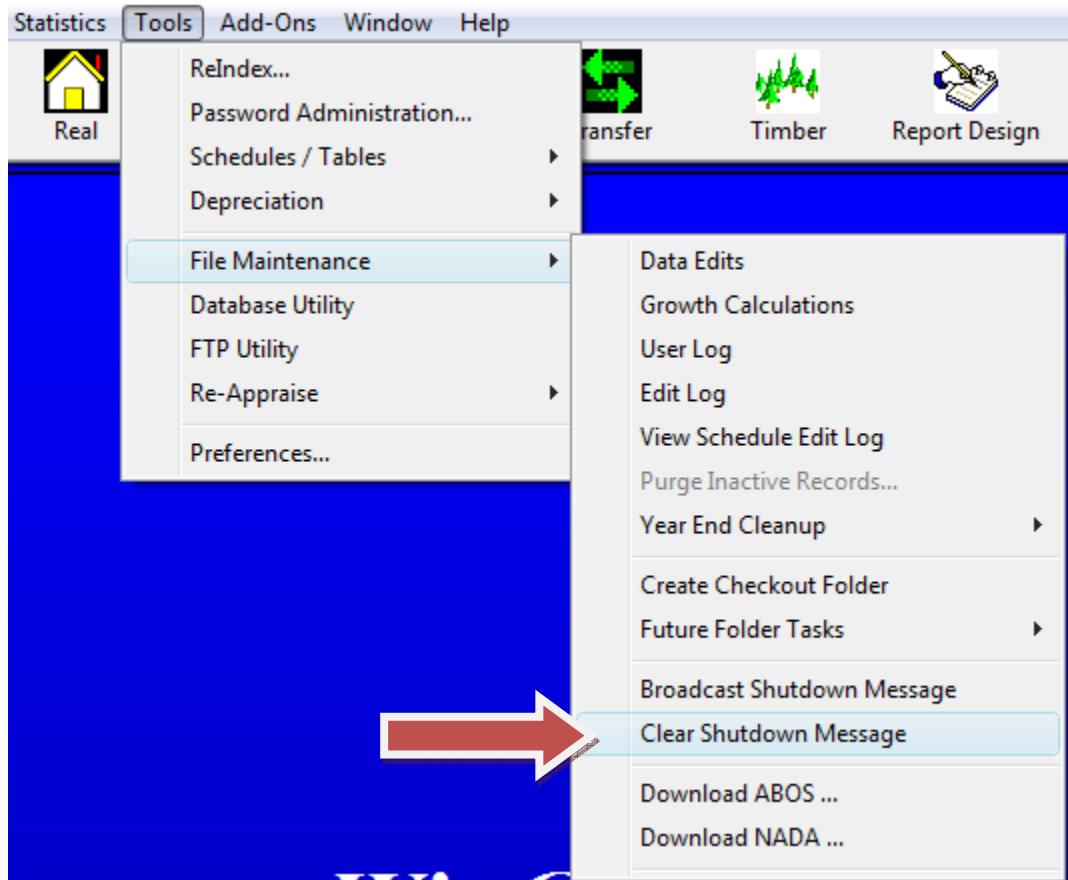
Within 30 seconds of the Systems Manager sending the message, users on each computer on the network that are running WinGAP at the time the message is sent will receive the following message.



Until the user exits WinGAP, they will continue to receive this message about every 30 seconds. The message is generated by a text file that the Systems Manager sends to each user's computer. Once the system or program maintenance is finished, the Systems Manager can issue the Clear Shutdown Message from the menu to prevent the Shutdown Message from appearing (see Clear Shutdown Message, discussed next). The users must be told verbally or by other means that WinGAP is once again available for use.

Clear Shutdown Message

When the system or program maintenance that required users to exit WinGAP is completed, the WinGAP Systems Manager can delete the message text file that is sent to WinGAP users by clicking the Clear Shutdown Message option on the Tools > File Maintenance Menu. The following message will appear on the Systems Manager's computer.

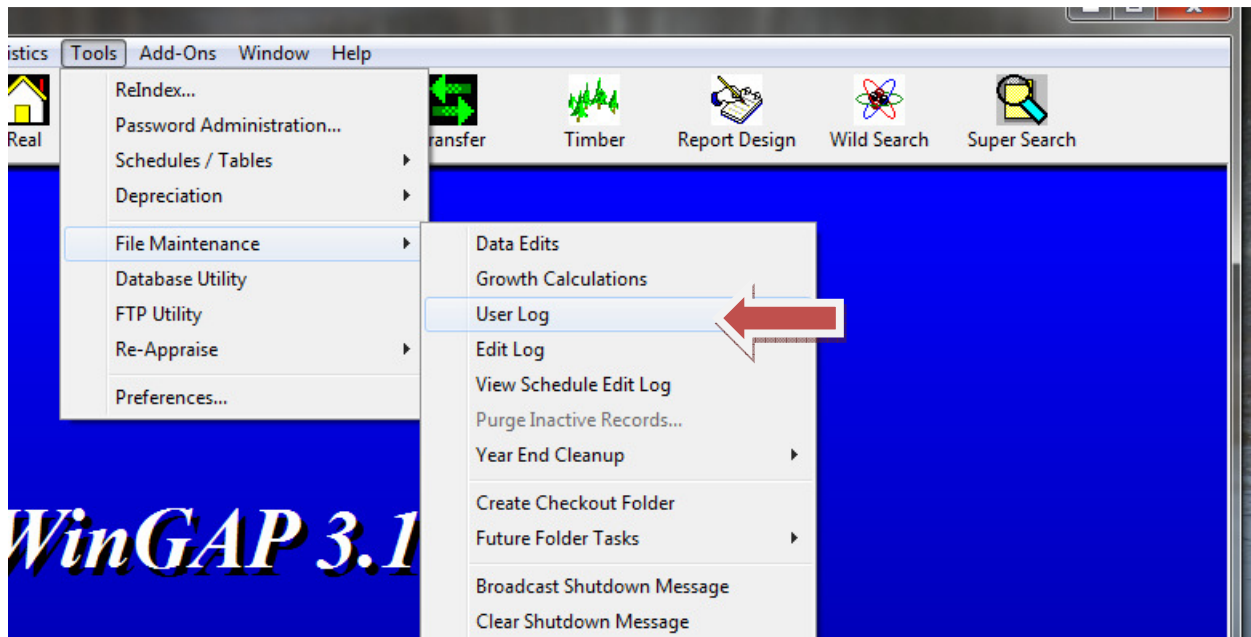


WinGAP users must be told verbally or by other means that WinGAP is once again available for use.

User Log

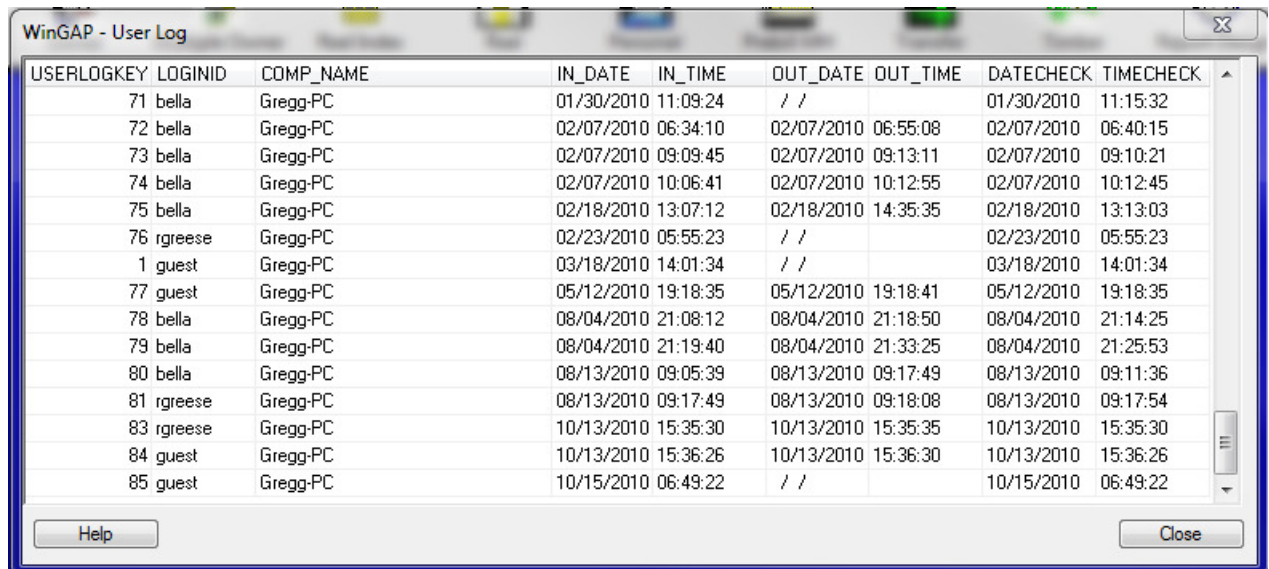
At times, it may become necessary to determine what user(s) may still be in WinGAP after the “Shutdown” message or a verbal “All Clear WinGAP” message has been sent and procedures still cannot be run due to users having files open.

WinGAP provides a tool to determine who may still be logged into WinGAP. From the Tools >> File Maintenance >> User Log menu, the WinGAP administrator can obtain a list of WinGAP users with their current “login” status.



The user log consists of a grid with the logins creating the rows and columns to identify the user, computer name and dates/time of login/logout activity. The screen shot on the following page provides an example of a user log.

WinGAP Administration



The screenshot shows a window titled "WinGAP - User Log" with a table of user activity. The table has columns for USERLOGKEY, LOGINID, COMP_NAME, IN_DATE, IN_TIME, OUT_DATE, OUT_TIME, DATECHECK, and TIMECHECK. The data shows various users logging in and out of the system between January and August 2010. Some entries have blank out times, indicating the user is still logged in.

USERLOGKEY	LOGINID	COMP_NAME	IN_DATE	IN_TIME	OUT_DATE	OUT_TIME	DATECHECK	TIMECHECK
71	bella	Gregg-PC	01/30/2010	11:09:24	/ /		01/30/2010	11:15:32
72	bella	Gregg-PC	02/07/2010	06:34:10	02/07/2010	06:55:08	02/07/2010	06:40:15
73	bella	Gregg-PC	02/07/2010	09:09:45	02/07/2010	09:13:11	02/07/2010	09:10:21
74	bella	Gregg-PC	02/07/2010	10:06:41	02/07/2010	10:12:55	02/07/2010	10:12:45
75	bella	Gregg-PC	02/18/2010	13:07:12	02/18/2010	14:35:35	02/18/2010	13:13:03
76	rgreese	Gregg-PC	02/23/2010	05:55:23	/ /		02/23/2010	05:55:23
1	guest	Gregg-PC	03/18/2010	14:01:34	/ /		03/18/2010	14:01:34
77	guest	Gregg-PC	05/12/2010	19:18:35	05/12/2010	19:18:41	05/12/2010	19:18:35
78	bella	Gregg-PC	08/04/2010	21:08:12	08/04/2010	21:18:50	08/04/2010	21:14:25
79	bella	Gregg-PC	08/04/2010	21:19:40	08/04/2010	21:33:25	08/04/2010	21:25:53
80	bella	Gregg-PC	08/13/2010	09:05:39	08/13/2010	09:17:49	08/13/2010	09:11:36
81	rgreese	Gregg-PC	08/13/2010	09:17:49	08/13/2010	09:18:08	08/13/2010	09:17:54
83	rgreese	Gregg-PC	10/13/2010	15:35:30	10/13/2010	15:35:35	10/13/2010	15:35:30
84	guest	Gregg-PC	10/13/2010	15:36:26	10/13/2010	15:36:30	10/13/2010	15:36:26
85	guest	Gregg-PC	10/15/2010	06:49:22	/ /		10/15/2010	06:49:22

The column headings will be explained in more detail below:

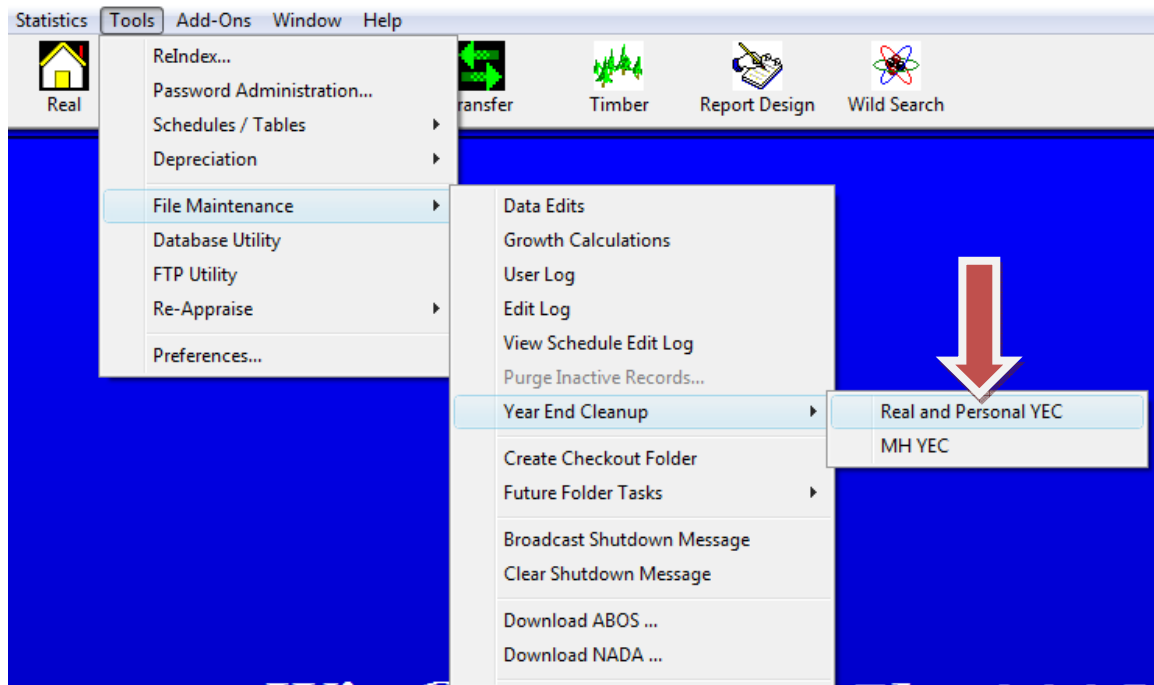
1. UserLogKey – The key is assigned by WinGAP to the user as they login. There is no true significance to the key with regard to this process.
2. LoginId – The WinGAP user id that was used to access the data is recorded in this field.
3. Comp_Name – The computer's name where the user logged in is saved in this column. This should inform the administrator which computer needs to be shut down in order to free WinGAP for update or maintenance work.
4. In_Date/In_Time – The date and time the user logged in will be recorded here.
5. Out_Date/Out_Time – The date and time the user logged out of WinGAP is saved in this column. If the date and time are blank, this indicates that the user was aborted through an error message or is still logged into WinGAP.
6. DateCheck/TimeCheck – The user login is checked every 30 seconds to monitor the status of the user. The last check is recorded in these columns.

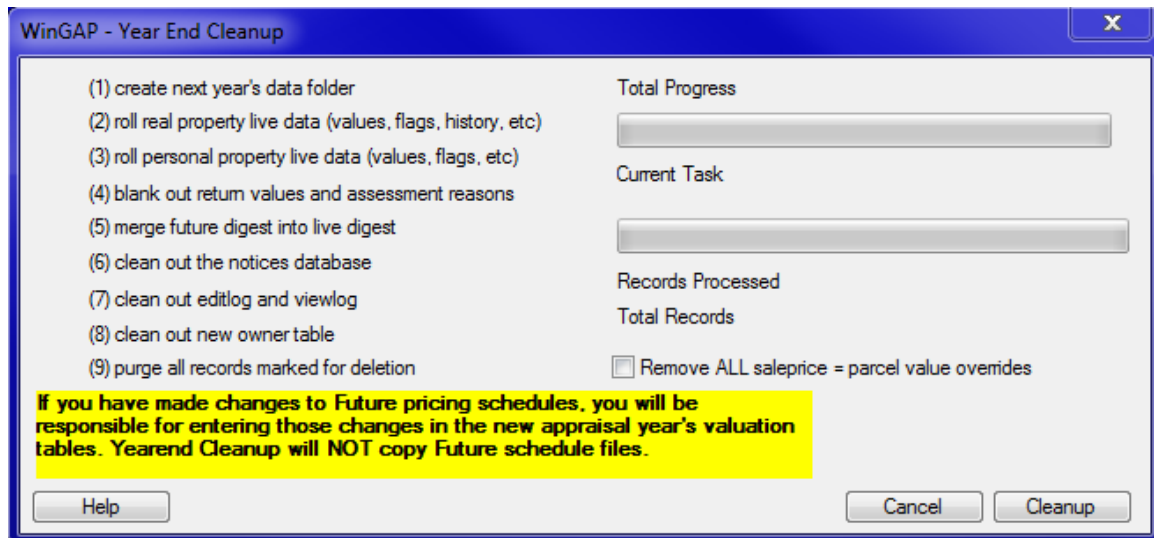
If the user has not logged out of WinGAP (Out_Date & Out Time are blank), the administrator should locate the user and ask them to log out.

Performing Year End Cleanup

After work on the County's tax digest has been finished for the year, the Year End Cleanup option on the Tools > File Maintenance Menu should be performed. **Before this procedure is run, a backup of the current Appraisal Year folder, for example 2011, should be made and the files archived.**

Clicking on the Year End Cleanup option produces a submenu with two options, Real and Personal YEC and MH YEC. The Real and Personal option should be taken when the County is ready to setup the next digest year as the WinGAP Current Year. Generally, this will occur between August and October. The MH YEC is used when the Prebilled Mfg Housing digest work is concluded. The typical time frame for running MH YEC is between November and January of the following year. When either option is selected, the user will be informed of the actions that Year End Cleanup will perform, as seen on the next page. Though not required, it is recommended that all users exit WinGAP before per Year End Cleanup is performed.





As shown on the screen, Year End Cleanup performs nine different procedures:

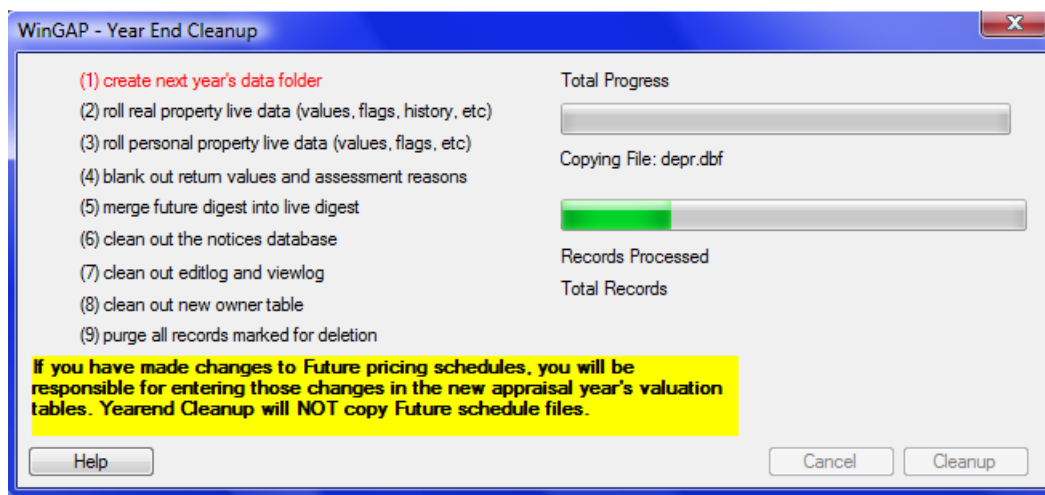
- 1) Create next year's data folder;
- 2) Roll real property live data(values, flags, history, etc)
- 3) Roll personal property live data (values, flags, etc)
- 4) Blank out return values and assessment reasons;
- 5) Merge future digest into live digest;
- 6) Clean out the notices database;
- 7) Clean out editlog and view log;
- 8) Clean out new owner table;
- 9) Purge all records marked for deletion;

The user should also be aware of the checkbox titled **Remove ALL saleprice = parcel value overrides**. This is in reference to the SB346 requirement that property values shall not exceed the net sales price of an arm's length transaction that occurred in the year prior to the digest. If this box is checked, all parcels flagged for SB346 value will have the flag removed and the value of the property will revert to MAV/FMV. The previous value will become the SB346 value. Any sales marked as SB346 sales will also be cleared of such flags.

WinGAP Administration

The yellow highlighted message concerning Future Pricing Schedules should also be noted. Schedules updated only in Future will need to be rekeyed in the new appraisal year.

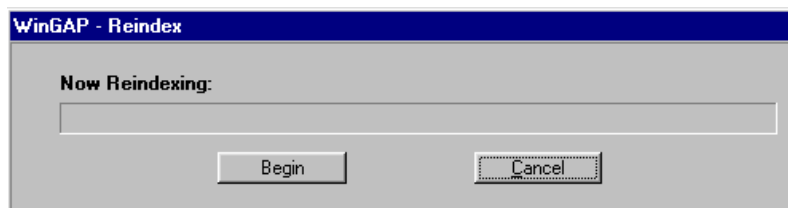
These procedures should be read carefully. If the user is unsure whether to perform these procedures, the Cancel Button should be clicked to return to the main WinGAP screen. Otherwise, the Cleanup Button should be clicked to begin Year End Cleanup. As this process goes forward, two bar graphs will display the progress. As each item in the list of procedures is finished, the item will turn blue, as is seen in the image on the next page. Depending upon the number of real property parcels, personal property accounts, improvements, sketches, etc., the process could last from less than a minute to a few minutes.



When Year End Cleanup is finished, a reindex message will appear informing the user of the need to reindex, as shown below.



Clicking the OK button will produce the Reindex window, where the Begin Button can be clicked to start the reindex process. When reindexing is finished, the user will be returned to the main WinGAP screen.



Post Year End Cleanup Procedures

After Year End Cleanup has run, it is good policy to check certain critical elements of the data and background information. Following is a list of items that should be checked:

1. **County name and contact info** – These items can be checked on the Tools >> Preferences screen. Check name, address, phone number, web URL and email address.

The image shows the 'WinGAP - Preferences' dialog box with the 'County Information' tab selected. The fields are as follows:

County Name	Warren			<input type="checkbox"/> Exempt from Provisions of HB233 for this digest year
Address	Room 102 Courthouse Annex			
	Test Line1			
	Suite 4000			
City / State / Zip	Athens	GA	30603-	
Phone / Ext:	(706)632-9999	23566	Email:	www.qpublic3.qpublic.net/ga/
Fax:	() -		Web:	www.qpublic3.qpublic.net/ga/

2. **Appraisal Year** – On the Tools >> Preferences screen, the Appraisal Year should be verified, as seen below.

The image shows the 'WinGAP - Preferences' dialog box with the 'County Information' tab selected. The fields are as follows:

County Information County Name: Warren <input type="checkbox"/> Exempt from Provisions of HB233 for this digest year Address: Room 102 Courthouse Annex Test Line1 Suite 4000 City / State / Zip: Athens GA 30603- Phone / Ext: (706)632-9999 23566 Email: www.qpublic3.qpublic.net/ga/ Fax: () - Web: www.qpublic3.qpublic.net/ga/				
Point/Base Costs Residential: 110.00 Commercial: 200.00 Commercial Base: 1.00 Accessory: 100.00		Depreciation Years Residential: 2006 Commercial: 1992 MFG Housing: 2011 Accessory: 2001		Other Options <input type="checkbox"/> Truncate Values <input checked="" type="checkbox"/> Auto-Reasons (Real) <input checked="" type="checkbox"/> Disable Logins <input type="checkbox"/> Auto-Reasons (Pers) <input checked="" type="checkbox"/> bBrowser Cost Form <input checked="" type="checkbox"/> PT50R = LIVE DATA <input type="checkbox"/> Lock System <input checked="" type="checkbox"/> COA Auto-Flag <input type="checkbox"/> Rnd Area Mult to 6 dec. <input checked="" type="checkbox"/> Hide Comments <input type="checkbox"/> Attic: Use Max/Min Area <input type="checkbox"/> Bsmt: Use Max/Min Area
Special District Description: Curb/Gutter Parcel Number Template: XXXX-XXX-XXXX-XXX Customize Lendor Label: Lendor Customize Occupancy Label: Occupancy Customize Fireplace Label: Fireplace / Misc		Appraisal Year: 2011 Rural Acre Break: 25.00 PU Eq Ratio %: 36.00 Return Deadline: 04/01/2011 Default Startup Directory: 2011 Guest Startup Directory: 2011		
Freeport Information is now found in tax district schedule ABOS Default: Low Land Influences: Compound ABOS Yr: 2011 NADA Yr: 2011				

A red arrow points to the 'Appraisal Year' field, which is set to 2011.

3. **Return Deadline** – Confirm that that the Return Deadline on the Tools >> Preferences screen is correct.
4. **Guest Startup Directory** – Check the Guest Startup Directory in the lower right corner of the Preferences screen and update if necessary by entering the new year. In most cases, the Guest Startup Directory is one year less than the Default Startup Directory (the appraisal year).
5. **Other options** – Check other options on the Preferences screen to verify that they are as the County desires them to be for this appraisal year.
6. **Schedules** – If schedules were updated in Future, update the same schedules in the new appraisal year. Reappraise may also need to be run for the properties that are impacted by these schedules.
7. **Data Edits** – Run the Orphaned Records Edit selection under the File Maintenance >> Data Edits routine. In some cases, future owners have been known to be left behind.
8. **Personal Property** – Run the reappraise routine for personal property (Tools >> Reappraise >> Personal Property). This will depreciate all cost items valued by the cost approach.
9. **Other** – Update any schedule or other item that may have been impacted by legislation such as Freeport.

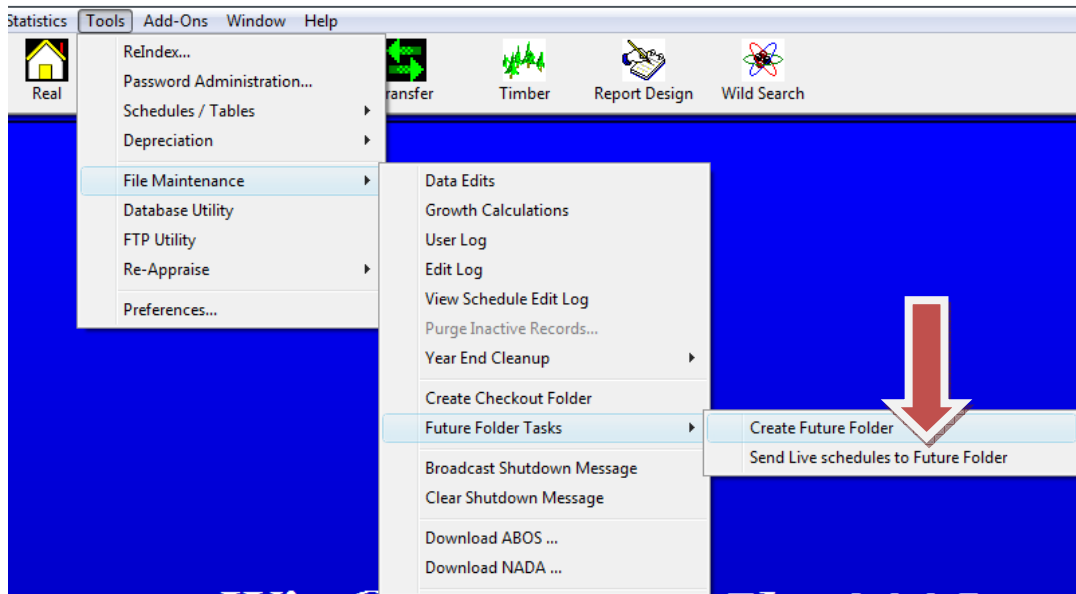
Create Future Folder

At times during a digest year, information will be provided that should not be part of the current digest but should be processed for the next year's digest. In order to process this information, the user should make use of the Future Year capabilities that exist in WinGAP.

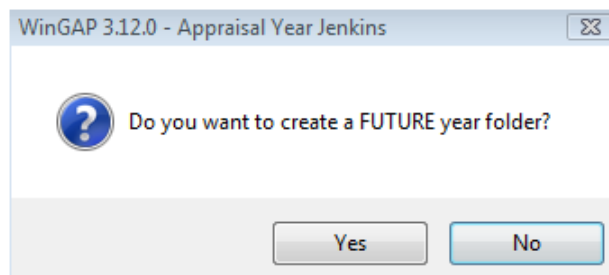
For Example, on September 15, 2010 a county has completed a Yearend Cleanup for the 2010 digest and is now working on the 2011 digest. After January 1, 2011 the county may begin working deeds and creating splits in the Future Year for transactions that have been recorded after January 1 and should appear on the 2012 digest. Any new construction that is completed after January 1 and picked up in the field prior to the completion of the 2011 digest can be added through Future Year.

Personal Property changes that are picked up during the return period and are not to appear on the 2011 digest can be taken care of in Future Year.

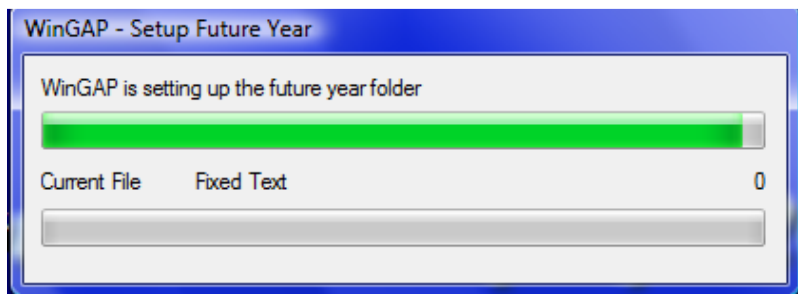
In order to use the Future Module in WinGAP, a Future Folder must be created in the current Appraisal Year folder. This is done by clicking on the Create Future Folder option on the Tools >> File Maintenance >> Future Folder Tasks Menu, as shown on the next page. **Note: It is advisable that no schedule changes be made when the Create Future Folder process is running.**



After clicking on the option the user will receive the message below.

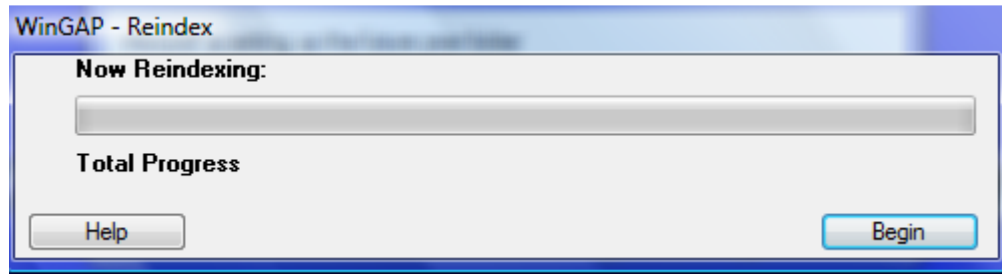


If the Future Folder is to be created at this time, **Yes** should be clicked. WinGAP will begin the process of creating the Future Folder. As this is done, various Bar Graphs will appear, such as the one below, as the Future Folder is created and the necessary files are copied to the Future Folder.

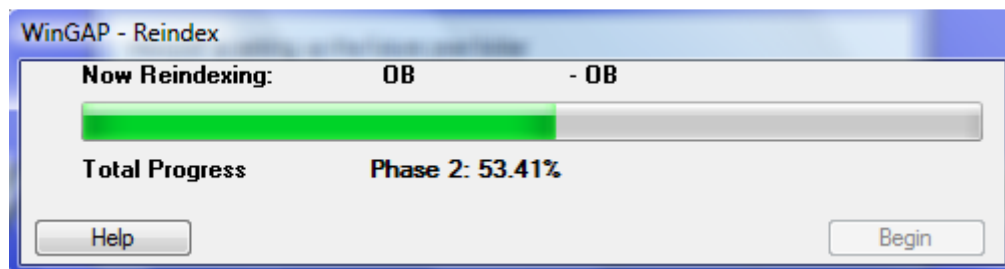


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At the conclusion of copying, WinGAP will produce the Reindex Form, seen below, where the Begin Button should be clicked to Reindex the files in the Future Folder.



The Reindex process produces progress bars as the reindex process routing is running, as seen below



When Reindexing is completed, the user will be returned to the main WinGAP Screen.

Accessing Future Year

After the Future Folder creation process has been completed, the user may begin work in the Future Year module in the following manner:

- a. Search for the parcel/account you wish to add/edit future information
- b. Click the Future button
- c. You will be prompted to create a future record, as seen on the next page.

WinGAP Administration

WinGAP - Real Property General Information - A & A AUTO RENTAL

<< Top < Prev Next > End >> Account Number 17349 Duplicate Notice Tax Abatement

PIN (4) 0001- - 001- Tax District 01 - County

Alt PIN Asmt Reason Conservation Use Covenant Ended

Street Information

House #	Ext	Dir	Units	Street Name
0				

Type	Quad	Latitude	Longitude	Zip Code
				-

Property Information

LL 273 LD 07

Legal : 7-1 LL273,304 DB4

Neighborhood MAIN ON

Lendor

Subdivision

Lot Blk

Exemption Information

Homestead S0

Pref YR

CUV YR

Hist YR

Hist Val 0

EZ Yr

EZ Val 0

Floating Homestead

Original 0

Current 0

State HS Val 0

Values

Previous 131,581 Edit

Current 131,581

Return 0

BOE / YR 0 0

Land 0 Edit

History

Year	Value
2006	65,525
2005	65,525
2004	0

PIN History

Future

New Owner

Transfer Items

Transfer

Sales (5)

Permits

Appeals* (1)

Dup Items

Income

Map It

Documents

Comments

GREENOUGH WAYNE C & KATHLEEN M SHANNON
MAP*162-36*

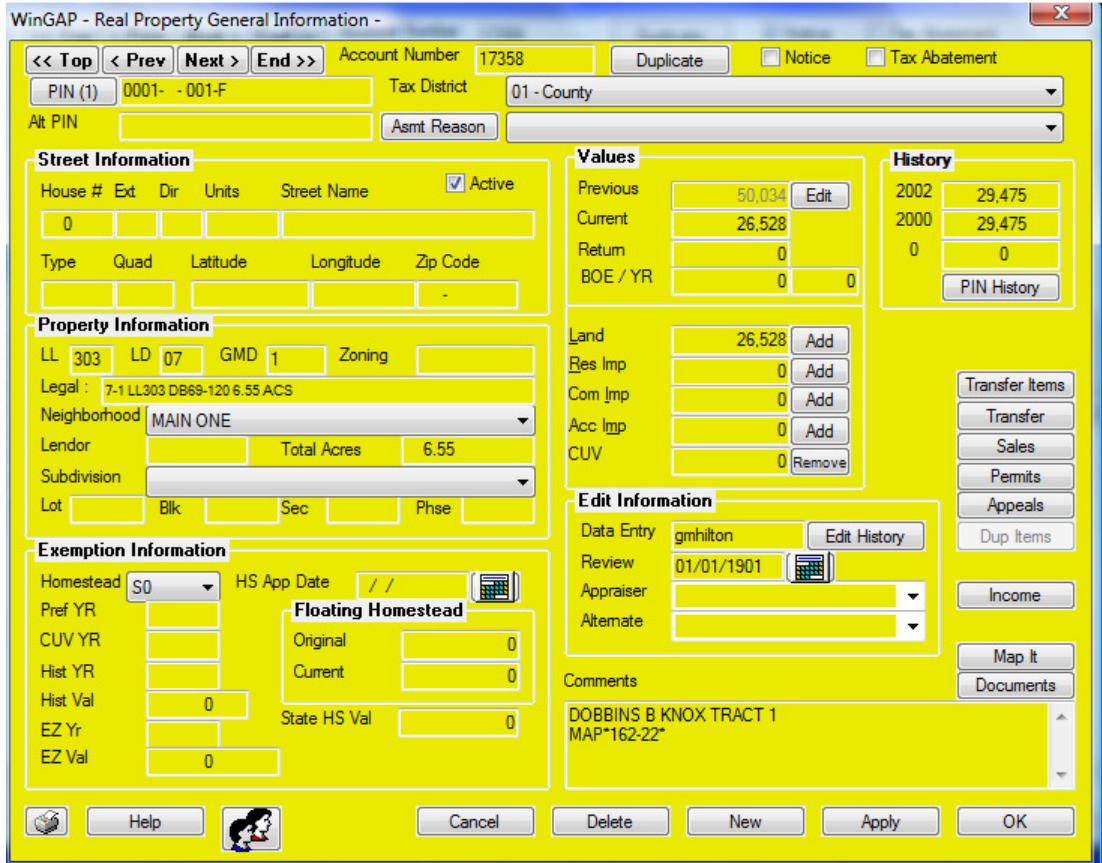
Do you want to create a FUTURE year item from this property?

Yes No

Cancel Delete New Apply OK

WinGAP Administration

The following yellow color screen will let the user know they are in the future year.



WinGAP - Real Property General Information -

<< Top < Prev Next > End >> Account Number 17358 Duplicate Notice Tax Abatement

PIN (1) 0001- - 001-F Tax District 01 - County

Alt PIN Asmt Reason

Street Information

House # Ext Dir Units Street Name ☒ Active

0

Type Quad Latitude Longitude Zip Code

Property Information

LL 303 LD 07 GMD 1 Zoning

Legal : 7-1 LL303 DB69-120 6.55 ACS

Neighborhood MAIN ONE

Lendor Total Acres 6.55

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 HS App Date / /

Pref YR

CUV YR

Hist YR

Hist Val 0

EZ Yr

EZ Val 0

Floating Homestead

Original 0

Current 0

State HS Val 0

Values

Previous 50,034 Edit

Current 26,528

Return 0

BOE / YR 0 0

Land 26,528 Add

Res Imp 0 Add

Com Imp 0 Add

Acc Imp 0 Add

CUV 0 Remove

History

2002 29,475

2000 29,475

0 0

PIN History

Edit Information

Data Entry gmhilton Edit History

Review 01/01/1901

Appraiser

Alternate

Comments

DOBBINS B KNOX TRACT 1

MAP*162-22*

Transfer Items

Transfer

Sales

Permits

Appeals

Dup Items

Income

Map It

Documents

Help Cancel Delete New Apply OK

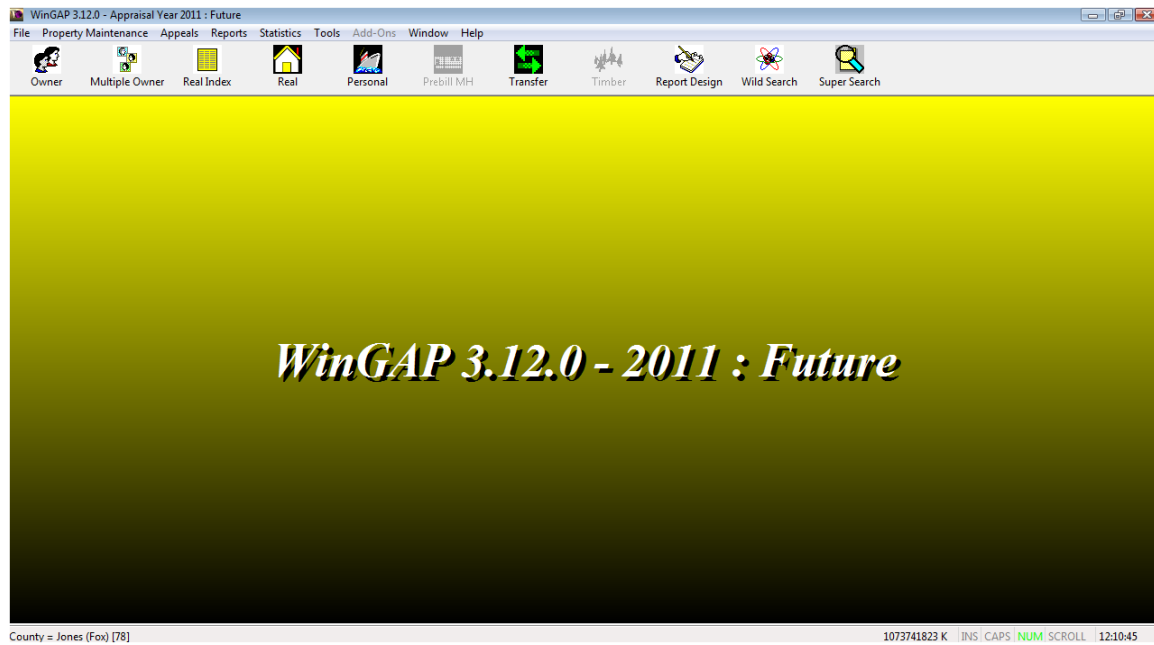
Once the user has created some future records, the Property Maintenance Menu (or the hotkey Ctrl + F) may be used to access future records:

- Click Property Maintenance
- Future Year



WinGAP Administration

Clicking the Future Year option will place WinGAP in the Future Year.



Appeals

Appeals should continue to be worked at time of digest submission.

Appeals Form

The Appeals Form is used to add, edit, or delete Real Property Appeals. It can also be used to Search for Appeals. The Form is accessed by clicking the **Appeals Button** located on the right of the **Real Property General Information Form**. When the Appeals Form is first accessed, and no appeals have yet been added for the Parcel, the data entry fields on the Appeals Form are "grayed out", as seen below. To add a new Appeal, the user must click the **New Button** on the Appeals Form to gain access to these fields.

WinGAP - Appeals

Appeal No: 0 Status: [dropdown] PIN: - - - Acct #: 0 Acres: 0.00
 Appeal Year: [dropdown] Type: Motor Vehicle Appraiser: [dropdown]

Owner Information

Last, First, MI: [text]
 Corpname: [text] Search
 Agent: [text]
 Address1: [text]
 Address2: [text]
 Address3: [text]
 City / State / Zip: [text]
 Legal Desc: [text]
 Homephone: () - [text] Workphone: () - [text]
 Comments: [text area]

Motor Vehicles

VIN: [text]
 Tag No: [text] Mileage: 0
 Decal: [text] Condition: [dropdown]
 Decal Yr: [text]

Values

BOA FMV: 0
 21-Day: 0
 BOE: 0
 Arbitration: 0
 Superior Court: 0
 Resolved: 0
 Current: 0
 Return: 0
 VID: 0

Dates

Notice: / /
 Appealed: / /
 21 Day Notice: / /
 BOE: / /
 Arbitration: / /
 Sup Court: / /

Help Cancel New Delete Apply OK

The Appeals Module allows the Assessors' Office to keep track of all Appeals that apply to Real, Personal Property, Motor Vehicle or Pre-billed Mfg Home. Only one Appeal can be added to a property type for any Appraisal/Digest Year.

NOTE: Personal Property and Manufactured Housing Appeals are added on the Personal Property General Information Form and on the Mobile Homes Form, respectively. Motor Vehicle Appeals are added at the Appeals Menu on the WinGAP Menu Bar. All types of

Appeals can be viewed and updated at the Appeals Menu on the WinGAP Menu Bar or on the Appeals Form reached from the Real Property General Information Form.

A discussion of all fields on the Appeals Form follows. The field sequence is the same as when adding a **NEW** Appeal record. At the conclusion of entering information for each Appeal, the user should click the **Apply** Button at the bottom of the Form to make sure that all data entry is saved before proceeding to other tasks.

- **Appeal No:** The Appeal Number will be assigned by WinGAP when the Appeals record is saved.
- **Appeal Year:** The digest (appraisal) year the Appeal was filed for. The field defaults to the current appraisal year, which can be changed by the user.
- **Status:** The current Status of the Appeal, such as Active or 21 Day. The user can click on the combo box to display a list of the valid Status types, or key the first letter of the Status description to select the Status. **A Status must be selected initially and then maintained as the appeal progresses through the appeals process.** Following is a list of available status selections (a status with **bold** text is considered as active):

- '2'=21 Day
- 'A'=Active (BOA)
- 'T'=Arbitration
- 'B'=BOE
- 'F'=BOE Final
- 'I'=Inactive
- 'R'=Resolved
- 'S'=Superior Court
- 'D'=Waived
- 'W'=Withdrawn

Pressing the Tab key takes the user to the Type field.

- **Type:** The Type of Appeal, which in this case is Real for a Real Property Appeal.
- **PIN.:** The Map and Parcel number field for this parcel is automatically pulled from the Real Property record for this appeal. This field is "grayed out" and is not accessible to the user.
- **Appraiser:** The Appraiser responsible for handling the Appeal. The user can click on the combo box to display a list of the all Appraisers that have Appeal add/edit rights.
- **Acct #:** The Acct # field for this Real Property parcel, also known as the Real Key. This field is "grayed out" and is not accessible to the user.
- **Acres:** The Acres field displays the total acres for the parcel. This field is "grayed out" and is not accessible to the user.

Owner Information Fields

- **Last, First, MI:** If the County uses these fields for the Owner's Name, that information will be automatically pulled from the owner record for this parcel.
- **CorpName:** If the County uses the Corporate Name field for the owner's name, the information will be automatically pulled from the owner record for this parcel.
- **Agent:** The individual or company designated by property owner to handle the Appeal.
- **Address 1, Address 2, Address 3:** The billing address information for the owner will be automatically pulled from the owner record for this parcel.
- **City / State / Zip:** The City, State, and Zip Code for this owner will be automatically pulled from the owner record for this parcel.
- **Legal Description:** The Legal Description is automatically pulled into this field from the Real Property record for this parcel.
- **Home Phone:** The Home Phone number of the owner of this parcel will be automatically pulled from the owner record for this parcel.
- **Work Phone:** The Work Phone of the owner of this parcel will be automatically pulled from the owner record for this parcel.
- **Comments:** Any Comments about the Appeal are keyed in this field.

Values Fields

- **BOA FMV:** The Board of Assessors Fair Market Value, which is automatically pulled from the Real Property record for this parcel.
- **21 Day:** The value for the property that the Board of Assessors sets after a review of the property when the appeal is initially filed.
- **BOE:** The value for the property as forwarded to the Board of Equalization prior to them hearing the Appeal.
- **BOE Final:** The value for the property as determined by the Board of Equalization after they hear the Appeal.
- **Arbitration:** The property owner may choose to appeal to an arbitration board instead of the Board of Equalization. If that is true, then the value resulting from the Arbitrator's decision would be entered in the Arbitration field. NOTE: You cannot have both a BOE Value on the Appeals Form AND an Arbitration Value; it must be one or the other.
- **Superior Court:** The value of the property as determined by the Superior Court after the Appeal is heard in Court.
- **Resolved:** The value of the property that the owner finally accepts. This can also be the case when the owner no longer appeals. An example might be if the 21-day notice is mailed and the owner does not appeal to the BOE, then the 21-day value should then be moved to resolved and the appeal status changed to resolved.
- **Current Value:** The value of the property based upon whatever stage the Appeal is in. For example, if the BOE decision has been made, the value handed down from the BOE should appear in Current Value and also in the BOE Final Value field.

- **Return:** The Return Value of the property is taken from the Return Value field on the Real and Personal Property General Info forms if the Return Value is greater than zero. Otherwise, the previous value is placed in this field. In the case of prebilled manufactured homes or motor vehicles, the Return Value must be keyed by the user. If no value is entered, WinGAP will place the BOA FMV Value in this field.
- **VID:** The Value In Dispute, which is the difference between the Current Value and the Return Value. The VID is calculated by WinGAP. If a value is entered in one of the value fields discussed above, the user must tab through the value fields to allow the VID to be properly calculated. The VID is critical for digest submission.

Dates Fields

- **Notice:** The Date of the Assessment Notice for the property
- **Appealed:** The Date the appeal was filed
- **21 Day Notice:** The Date the 21 Day Notice was mailed
- **BOE:** The Date at which time the appeal is forwarded to BOE or finalized
- **Arbitration:** The Date of the Arbitration decision.
- **Sup Court:** The Date of the Superior Court decision

After keying all the relevant data, the Apply Button can be clicked to save the information, remain on the Appeals Form, and view the information, as seen on the next page, or the OK Button can be clicked to save the information and return to the Real Property General Information Form. **Note: Before clicking Apply, the user should tab through the value fields to allow the VID to update properly.**

WinGAP - Appeals

Appeal No: 8917 Status: BOE PIN: 001 - -001 - Acct #: 3881 Acres: 1065.00
 Appeal Year: 2010 Type: Real Appraiser: Zeus Reese

Owner Information

Last, First, MI: Barksdale, Kathlyn F
 Corpname: [Empty] Search
 Agent: [Empty]
 Address1: 256 N Country Place Dr
 Address2: test1
 Address3: test2
 City / State / Zip: Conyers, GA, 30207-
 Legal Desc: 159 GMD W OF RAY PLACE RD12345678901234567890
 Homephone: (706)465-2918 Workphone: (706)699-2286
 Comments: [Empty]

Values

BOA FMV: 3,112,601
 21-Day: 3,112,601
 BOE: 2,000,000
 Arbitration: 0
 Superior Court: 0
 Resolved: 0
 Current: 2,000,000
 Return: 1,500,000
 VID: 500,000

Dates

Notice: 03/05/2010
 Appealed: 04/07/2010
 21 Day Notice: 06/10/2010
 BOE: 06/25/2010
 Arbitration: / /
 Sup Court: / /

Manufactured Housing

Mfg: [Empty]
 Model: [Empty]
 Width: 0 Decal Yr: [Empty]
 Length: 0 Decal No: [Empty]
 Year Built: [Empty] Account #: 0

Buttons: Help, Cancel, New, Delete, Apply, OK

Search Button

Owner Information

Last, First, MI: [Empty]
 Corpname: ABBOTT LABORATORIES INC
 Agent: [Empty]
 Address1: TAX DEPT DP36-AP6D
 Address2: 100 ABBOTT PARK RD

Search button highlighted with a blue box.

Appeals can be searched for by clicking the Appeals Search Button, to the right of the Corpname field on the Appeals Form, as seen above. This will produce the Appeals Query Form, as shown on the next page. Current and past year Appeals for this property as well as appeals for other properties can be searched for and displayed on the Query Form. The Appeal can be viewed, updated, or deleted on the Appeals Form.

WinGAP Administration

Clicking on the Search Button will display a list of all appeals for this property. If there is more than one Appeal in the list box, the information for any of these Appeals can be displayed by clicking on the desired item in the list box.

The screenshot shows the 'WinGAP - Appeals' window. At the top, there are input fields for 'Appeal No' (142), 'Status' (Superior Court), 'PIN' (987 - 987 -), 'Acct #' (13268), 'Acres' (1.83), 'Appeal Year' (2009), 'Type' (Real), and 'Appraiser'. Below these is a 'Query' section with four dropdown menus and three buttons: 'Clear Query', 'Close Query', and 'Query'. A table displays the query results with columns: APPEAL_YR, REALKEY, PERSKEY, MOBILEKEY, APPEAL_NO, APPEALTYPE, and APP_DATE. The first row of data is highlighted in blue: 2009, 13268, 0, 0, R, 05/10/20. To the right of the table is a 'Values' section with a list of values and their corresponding amounts: BOA FMV (315,819), 21-Day (327,003), BOE (327,003), Arbitration (0), Superior Court (327,003), Resolved (0), Current (327,003), Return (300,000), and VID (27,003). Below the table is a 'Manufactured Housing' section with fields for Mfg, Model, Width, Length, Year Built, Decal Yr, Decal No, and Account #. At the bottom right is a 'Dates' section with a list of dates and their corresponding amounts: Notice (05/01/2010), Appealed (05/10/2010), 21 Day Notice (06/15/2010), BOE (06/20/2010), Arbitration (/ /), and Sup Court (06/25/2010). At the bottom of the window are buttons for Help, Cancel, New, Delete, Apply, and OK.

APPEAL_YR	REALKEY	PERSKEY	MOBILEKEY	APPEAL_NO	APPEALTYPE	APP_DATE
2009	13268	0	0	R		05/10/20

To search for other Appeals the user can employ up to four Query criteria. For example, to find all Appeals for the City of Gray, the user can

- click on the first Query combo box,
- select the City item from the list of field items in the Query field list,
- key the query criteria, in this case gray, into the field to the right of the combo box.
- the user clicks the Query Button,
- a list of all appeals that meet this criteria will display in the list box, as seen in the image on the next page.

WinGAP Administration

WinGAP - Appeals

Appeal No: 142 Status: Superior Court PIN: 987 - -987 - Acct #: 13268 Acres: 1.83
 Appeal Year: 2009 Type: Real Appraiser:

Query

CITY - C gray Clear Query

Close Query Query

APPEAL_YR	REALKEY	PERSKEY	MOBILEKEY	APPEAL_NO	APPEALTYPE	APP_
2010	10266	0	0		R	09/15
2009	6941	0	0		R	/ /
2009	6943	0	0		R	/ /
2009	0	6520	0		P	12/11
2009	0	10000	0		P	12/28
2009	6935	0	0		R	01/04
2009	10085	0	0		R	/ /

Manufactured Housing

Mfg: Model: Width: 0 Decal Yr: Length: 0 Decal No: Year Built: Account #: 0

Values

BOA FMV: 315,819
 21-Day: 327,003
 BOE: 327,003
 Arbitration: 0
 Superior Court: 327,003
 Resolved: 0
 Current: 327,003
 Return: 300,000
 VID: 27,003

Dates

Notice: 05/01/2010
 Appealed: 05/10/2010
 21 Day Notice: 06/15/2010
 BOE: 06/20/2010
 Arbitration: / /
 Sup Court: 06/25/2010

Help Cancel New Delete Apply OK

The information for the desired Appeal is viewed by clicking on the desired Appeal item in the list box, which pulls the information for that Appeal into the Appeals Form, as seen below. The Appeals information can then be viewed, updated, or deleted as desired.

WinGAP - Appeals

Appeal No: 124 Status: Active PIN: G01 -00 -013 - Acct #: 6941 Acres: 2.04
 Appeal Year: 2009 Type: Real Appraiser:

Owner Information

Last, First, MI: Corpname: CHERRY THOMAS R & MARY B Search
 Agent: Address1: P O BOX 1778 Address2: Address3: City / State / Zip: GRAY GA 31032- Legal Desc: PB 10/168 DB 376/119 LOT 16 BLK C STONEGABLES Homephone: () - Workphone: () - Comments:

Manufactured Housing

Mfg: Model: Width: 0 Decal Yr: Length: 0 Decal No: Year Built: Account #: 0

Values

BOA FMV: 81,913
 21-Day: 0
 BOE: 0
 Arbitration: 0
 Superior Court: 0
 Resolved: 0
 Current: 81,913
 Return: 74,832
 VID: 7,081

Dates

Notice: / /
 Appealed: / /
 21 Day Notice: / /
 BOE: / /
 Arbitration: / /
 Sup Court: / /

Help Cancel New Delete Apply OK

The user can return to the Appeals Query Form to search for another Appeal by again clicking the Search Button. The previous query can be cleared by clicking the Clear Query Button, and another Query performed, or the Query Form can be closed by clicking the Close Query Button. When all Appeal viewing and editing is finished, the user can click the OK Button on the Appeals Form to save any changes and return to the main WinGAP screen. If no changes are made or saving changes is not desired, then the user may click the Cancel button.

Editing Appeals

An Appeal is edited by clicking on the Appeals Button on the Property General Information Form. The most recently entered Appeal will display. Changes in Appeal items as Appeal Status, Values, or Dates can be made. The user should click the **Ok** Button to leave the Appeal Form.

Deleting Appeals

As on other Forms in WinGAP, the **Delete** Button at the bottom of the Appeals Form is used to delete an Appeal. The Appeal to be deleted must first be selected and displayed on the Appeals Form. After clicking the **Delete** Button the message "Are you sure you want to delete this record?" will appear, where the **Yes** Button can be clicked to delete the Appeal; clicking on the **No** Button will cancel the deletion and return the user to the Appeals Form.

Exiting the Appeals Form

After adding, editing, or deleting an Appeal, the user can leave the Form by clicking the **OK** Button, returning to the Property General Information Form, below. The Appeals Button will now display an *. The button will also display the number of active Appeals for this parcel, also shown below. The **Appeals** Button can be clicked to return to the Appeals Form if further changes are needed to this Appeal.

WinGAP - Real Property General Information - Barksdale, Kathryn F - 10 : 001 001

<< Top < Prev Next > End >> Account Number 3881 Duplicate ☐ Curb/Gutter

PIN (10) 001 - -001 - Tax District 01 - County

Alt PIN XXX 236 Asmt Reason Nada Value Table Updated

Street Information

House #	Ext	Dir	Units	Street Name
100	MRE			caney bay

Type	Quad	Latitude	Longitude	Zip Code
Rd	xc	1234567890123	1234567890123	30821-

Property Information

LL ☐ LD ☐ GMD 159 Zoning 123456789012

Legal : 159 GMD W OF RAY PLACE RD12345678901234567890

Neighborhood

Lendor Total Acres 1065.00

Subdivision

Lot 365 Blk a Sec 1 Phse 6

Exemption Information

Homestead S4 HS App Date 05/27/1998 ☐ Floating Homestead

Values

	FMV	MAV
Previous	8,702,700	
Current	3,669,062	
Return	0	
Curr-MAV	3,031,867	
Prev-MAV	0	

History

Year	Value
1999	440,375
1998	391,444
1997	500,000

Future **

New Owner

Transfer Items

Transfer

Sales (8)

Permits (1)

Appeals* (1)

Dup Items

Bus Lic (1)

Income

Edit Information

Data Entry Nologin Edit History

Review 11/03/1995

Appraiser Zeus Reese

Alternate

When exiting the appeal or the Property General Information screen, should the value of the property not match the appeal's current value, the user will be informed of such with the following prompt:

WinGAP - Appeals

i The appeal's current value is not the same as the Property's current value.

Appeal Curr_val = 2000000
Property Curr_val = 3031867

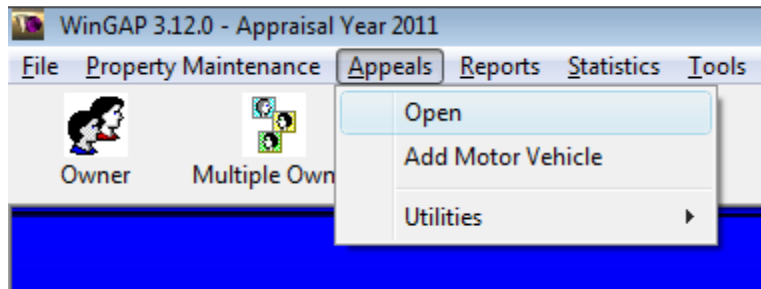
OK

The user should now take the appropriate action to correct the situation.

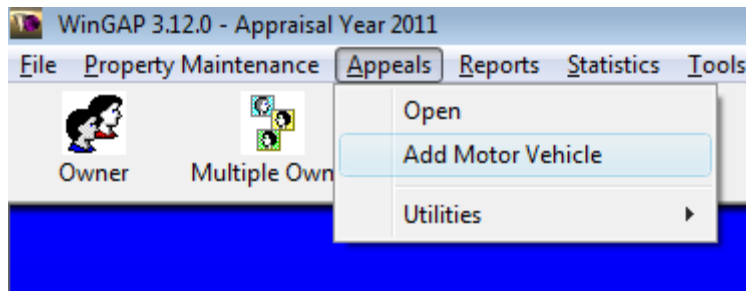
Searching for Appeals When the Parcel Has Been Deleted

The Appeals Menu, below, is used to view and track Appeals through the Appeals process on Real and Personal Property Appeals, Manufactured Housing Appeals, and Motor Vehicle Appeals. Also, Motor Vehicle Appeals are added, edited, deleted, and tracked through the Appeals process from the Appeals Menu. As shown below, there are three options on the Appeals Menu:

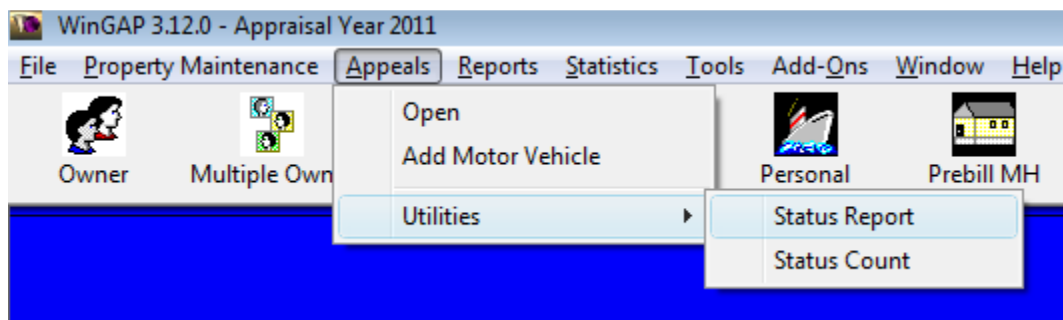
- **Open**, used to view, track, and maintain Appeals



- **Add Motor Vehicle**, where Motor Vehicle Appeals are added



- **Utilities**, which produces a sub-menu, below, where a Status Report on Appeals can be printed and a Status Count of Appeals made.



NOTE: Real, Personal, and Manufactured Housing Appeals **cannot** be added at the Appeals Menu. These types of Appeals should be added from the respective Property General Information Form.

- **Open**

The Open option on the Appeals Menu produces the Appeals Query Form, superimposed on top of the Appeals Form, as seen below. Appeals can searched for on the Query Form, and once the Appeal is selected there, the information is viewed, updated, or deleted on the Appeals Form.

EXISTS	REALKEY	PERSKEY	MOBILEKEY	APPEAL_NO	APPEALTYPE	APP_DATE	APPEAL_YR	LASTN
N	0	0	0	0000004	R	06/09/2000	2000	Thoma
N	12532	0	0	0000005	R	06/06/2000	2000	Childs
N	710	0	0	0000006	R	06/15/2000	2000	Childs
N	12192	0	0	0000007	R	06/20/2000	2000	Mcnea
N	12746	0	0	0000008	R	06/21/2000	2000	Goolsb
N	11771	0	0	0000012	R	07/13/2000	2000	Austen
N	12489	0	0	0000014	R	07/17/2000	2000	Tanner
N	12488	0	0	0000015	R	07/17/2000	2000	Tanner
N	11032	0	0	0000018	R	07/17/2000	2000	Daugh
N	0	0	0	9800001	P	06/08/1998	1998	Thomp
N	0	11525	0	0000001	P	06/28/2000	2000	Allie Gr
N	0	11425	0	0000002	P	06/29/2000	2000	Tucker
N	0	13655	0	0000003	P	06/29/2000	2000	Touhy
N	0	12025	0	0000004	P	06/29/2000	2000	Greene
N	0	3205	0	0000005	P	06/30/2000	2000	Ledforc
N	0	1985	0	0000006	P	07/07/2000	2000	Gray G
N	0	10015	0	0000007	P	07/07/2000	2000	Apac G
N	0	0	0	0000008	P	07/14/2000	2000	Upland
N	0	10320	0	0000009	P	07/26/2000	2000	Mayhu
N	0	12140	0	0000010	P	07/28/2000	2000	Hodge
N	0	3065	0	0000011	P	07/28/2000	2000	King W
N	0	13320	0	0000012	P	07/28/2000	2000	The W
N	0	11920	0	0000013	P	07/28/2000	2000	Donla

A list of all appeals appears in the list box on the Appeals Query Form. The list is color coded for quick reference: Real Property Appeals are in blue; Personal Property Appeals are in yellow; Manufactured Housing Appeals are in green; and Motor Vehicle Appeals are in red.

The listing of Appeals that displays on the screen can be narrowed by using any or all of the four query boxes on the upper left of the Query Form. The user can click on the combo box to select one of the items in the query field list, such as Last Name, and then key the query criteria into the field to the right of the combo box. The user then clicks the Query Button, and a list of all appeals meeting that criteria will display in the list box

WinGAP Administration

below. The desired Appeal is selected by first clicking on the Appeal in the list box to highlight it, and then clicking the View Button, which pulls the information for that Appeal into the Appeals Form and places the Appeals Form on top of the Query Form (see next page). The Appeals information can then be viewed, updated, or deleted as desired.

The screenshot shows the 'WinGAP - Appeals Query' window. It features a search interface with dropdown menus for 'LASTNAME - C' (set to 'barksdale') and 'APPEAL_YR - C' (set to '2010'). There are buttons for 'Clear Query', 'Query', and 'View'. Below the search fields are four colored tabs: 'REAL' (cyan), 'PERS' (yellow), 'MH' (green), and 'MV' (red). The 'REAL' tab is currently selected. Below the tabs is a table with the following data:

EXISTS	REALKEY	PERSKEY	MOBILEKEY	APPEAL_NO	APPEALTYPE	APP_DATE	APPEAL_YR	LASTNAME
N	3881	0	0		R	04/07/2010	2010	Barksdale

WinGAP Administration

WinGAP - Appeals Query

LASTNAME - C

APPEAL_YR - C

barksdale

2010

Clear Query

Query

View

REAL

PERS

MH

MV

EXISTS	REALKEY	PERSKEY	MOBILEKEY	APPEAL_NO	APPEALTYPE	APP_DATE	APPEAL_YR	LASTNAME
N	3881	0	0		R	04/07/2010	2010	Barksdale

WinGAP - Appeals

Appeal No

0

Status

BOE

PIN

001 - -001 -

Acct #

3881

Acres

1065.00

Appeal Year

2010

Type

Real

Appraiser

ZEUS REESE

Owner Information

Last, First, MI

Barksdale

Kathlyn F

Corpname

Agent

Address1

256 N Country Place Dr

Address2

test1

Address3

test2

City / State / Zip

Coryers

GA

30207-

Legal Desc

159 GMD W OF RAY PLACE RD12345678901234567890

Homephone

(706)465-2918

Workphone

(706)699-2286

Comments

Search

Values

BOA FMV	3,112,601
21-Day	3,112,601
BOE	2,000,000
Arbitration	0
Superior Court	0
Resolved	0
Current	2,000,000
Return	1,500,000
VID	500,000

Dates

Notice	03/05/2010	
Appealed	04/07/2010	
21 Day	06/10/2010	
BOE	06/25/2010	
Arbitration	/ /	
Sup Court	/ /	

Manufactured Housing

Mfg

Model

Width

0

Decal Yr

Length

0

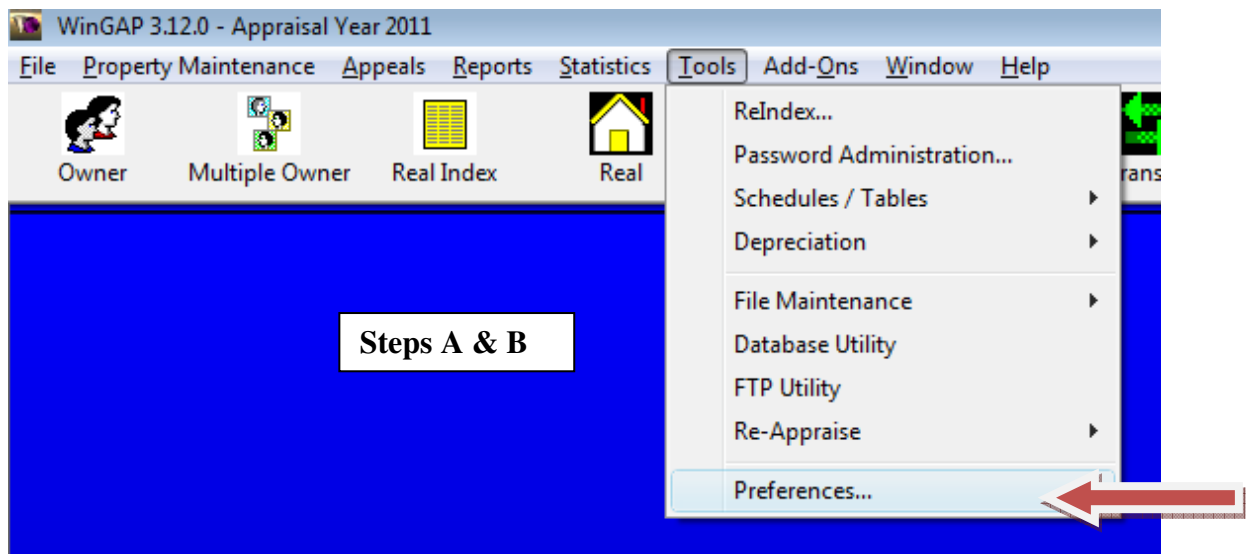
Decal No

The user can return to the Appeals Query Form to search for another Appeal by either clicking the Search Button (to the right of the Corpname field), or clicking back on some visible part of the Query Form, underneath the Appeals Form. The previous query can be cleared by clicking the Clear Query Button. With all four Query fields blank, the user can click the Query Button and restore the entire list of Appeals for viewing if desired. When all Appeal viewing and editing is finished, the user can click the OK Button on the Appeals Form to save any changes and return to the main WinGAP screen. If no changes are made or saving changes is not desired, then the user may click the Cancel button.

Mobile Home Digest Preparation (By November 15)

- a. Click on Tools
- b. Click on Preferences
- c. Change Manufactured Housing Depreciation Year to match the digest year of submission
- d. Download NADA current year tables
- e. Reappraise pre-bill mobile homes in order to correctly apply depreciation (Cost/Market and NADA)
- f. Print Preliminary Digest - Prebilled Mfg Homes.rpt for review and approval of values for BOA by November 1
- g. Export the pre-bill digest files and place them on the <ftp://ftp.WinGAP.com> for service bureau access. (choose “all” housing types in order for the Tax Commissioner to receive a list of homestead manufactured houses for issuing decals to homesteaded manufactured housing)

Steps A & B



Step C

WinGAP - Preferences
X

County Information

County Name:

Address:

City / State / Zip:

Phone / Ext:

Fax:

☐ Exempt from Provisions of HB233 for this digest year

Email:

Web:

Point/Base Costs

Residential	110.00
Commercial	200.00
Commercial Base	1.00
Accessory	100.00

Depreciation Years

Residential	2006
Commercial	1992
MFG Housing	2011
Accessory	2001

Other Options

☐ Truncate Values

☒ Disable Logins

☐ Browser Cost Form

☐ Lock System

☐ Rnd Area Mult to 6 dec.

☐ Attic: Use Max/Min Area

☒ Auto-Reasons (Real)

☐ Auto-Reasons (Pers)

☒ PT50R = LIVE DATA

☒ COA Auto-Flag

☒ Hide Comments

☐ Bsmt: Use Max/Min Area

Special District Description:

Parcel Number Template:

Customize Lendor Label:

Customize Occupancy Label:

Customize Fireplace Label:

Appraisal Year:

Rural Acre Break:

PU Eq Ratio %:

Return Deadline:

Default Startup Directory:

Guest Startup Directory:

Freeport Information is now found
in tax district schedule

ABOS Default:

Land Influences:

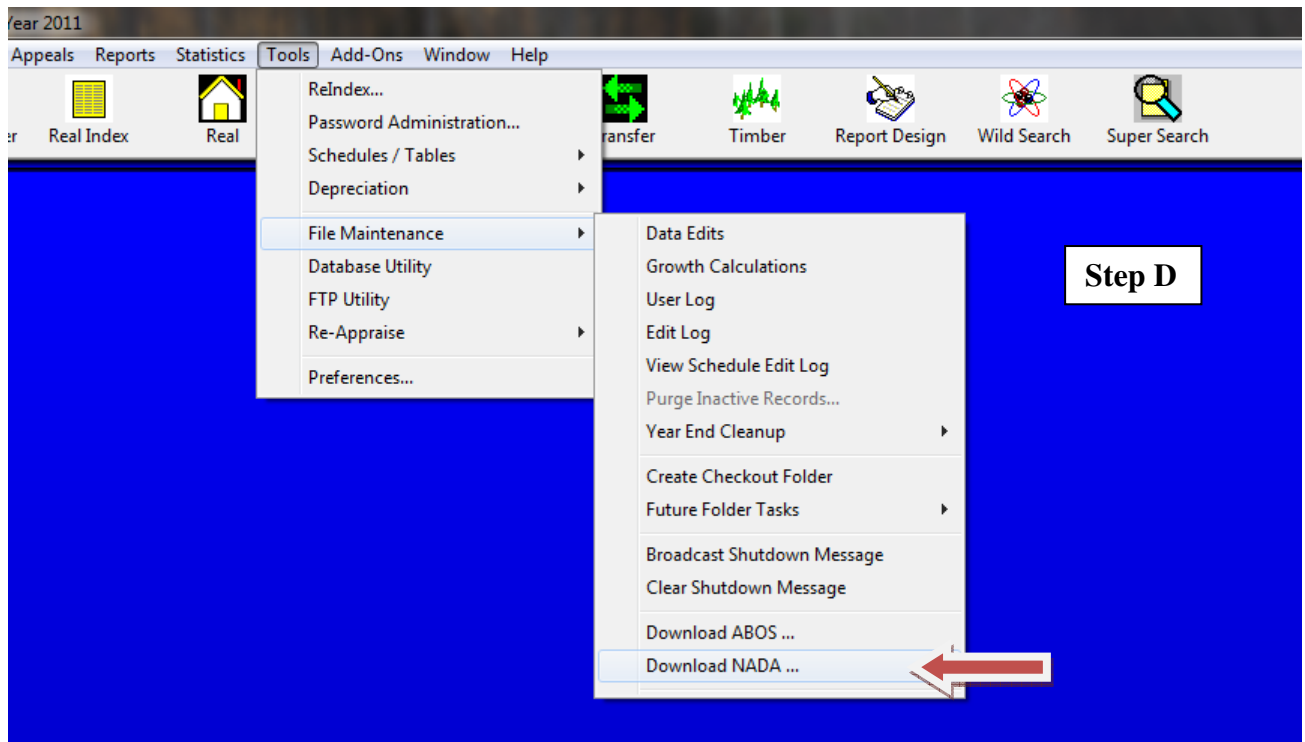
ABOS Yr: 2011

NADA Yr: 2011

Step C

←

Step D



Note: The NADA download should not take place until the Yearend Cleanup has been performed and the county has received notification by email of the NADA schedule upload.

Confirmation of the NADA download can be made by going to the Preferences screen through the Tools >> Preferences menu. The NADA Year is displayed at the bottom of the screen and should correspond to the appraisal/digest year.

WinGAP - Preferences

County Information

County Name

Warren

☐ Exempt from Provisions of HB233 for this digest year

Address

Room 102 Courthouse Annex

Test Line1

Suite 4000

City / State / Zip

Athens

GA

30603-

Phone / Ext:

(706)632-9999

23566

Email:

www.qpublic3.qpublic.net/ga/

Fax:

() -

Web:

www.qpublic3.qpublic.net/ga/

Point/Base Costs

Residential	110.00
Commercial	200.00
Commercial Base	1.00
Accessory	100.00

Depreciation Years

Residential	2006
Commercial	1992
MFG Housing	2011
Accessory	2001

Other Options

<input type="checkbox"/> Truncate Values	<input checked="" type="checkbox"/> Auto-Reasons (Real)
<input checked="" type="checkbox"/> Disable Logins	<input type="checkbox"/> Auto-Reasons (Pers)
<input checked="" type="checkbox"/> bBrowser Cost Form	<input checked="" type="checkbox"/> PT50R = LIVE DATA
<input type="checkbox"/> Lock System	<input checked="" type="checkbox"/> COA Auto-Flag
<input type="checkbox"/> Rnd Area Mult to 6 dec.	<input checked="" type="checkbox"/> Hide Comments
<input type="checkbox"/> Attic: Use Max/Min Area	<input type="checkbox"/> Bsmt: Use Max/Min Area

Special District Description

Curb/Gutter

Parcel Number Template

XXXX-XXX-XXXX-XXX

Customize Lendor Label

Lendor

Customize Occupancy Label

Occupancy

Customize Fireplace Label

Fireplace / Misc

Appraisal Year

2011

Rural Acre Break

25.00

PU Eq Ratio %

36.00

Return Deadline

04/01/2011

Default Startup Directory

2011

Guest Startup Directory

2011

Freeport Information is now found in tax district schedule

ABOS Default

Low

Land Influences

Compound

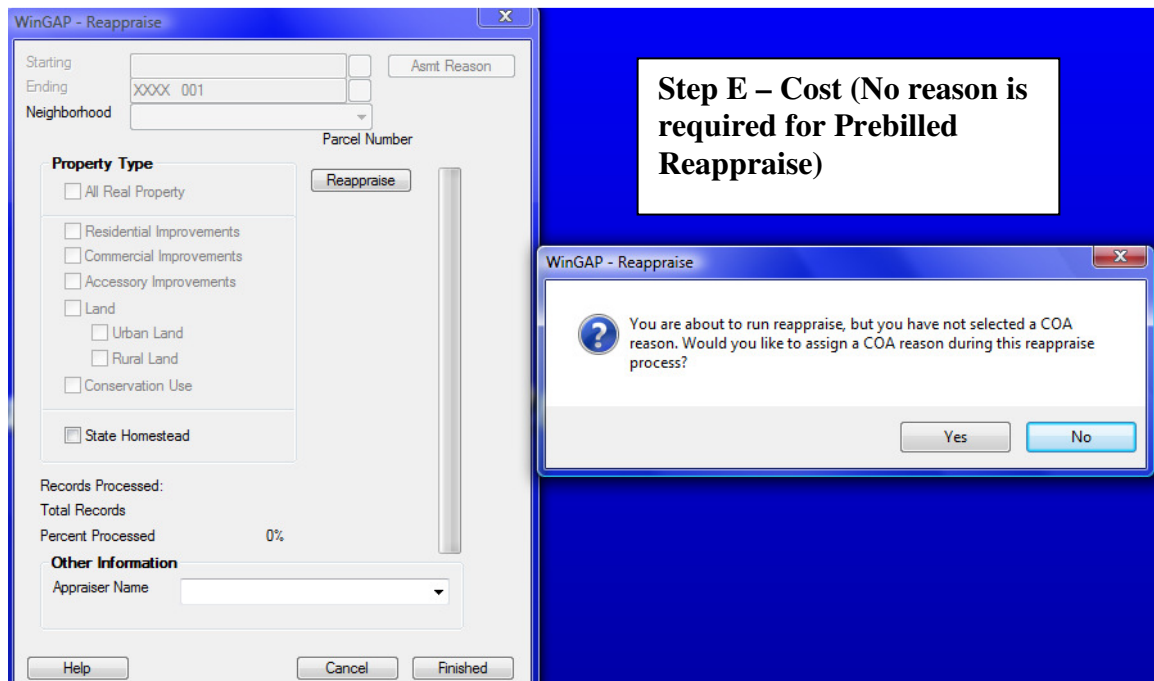
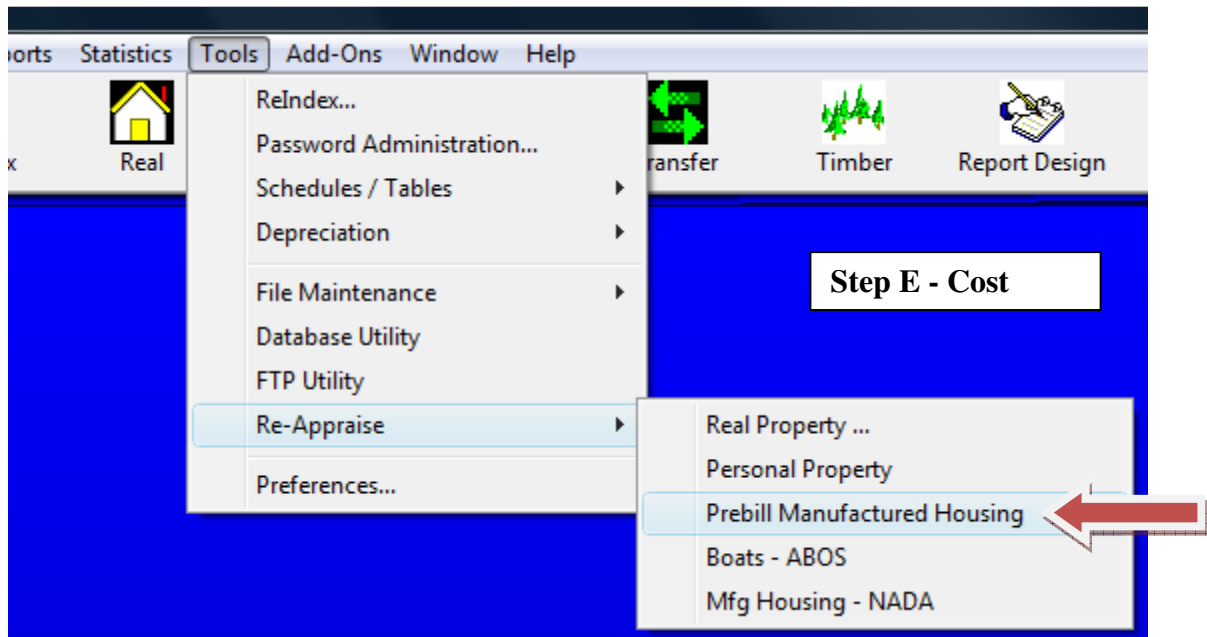
ABOS Yr: 2011

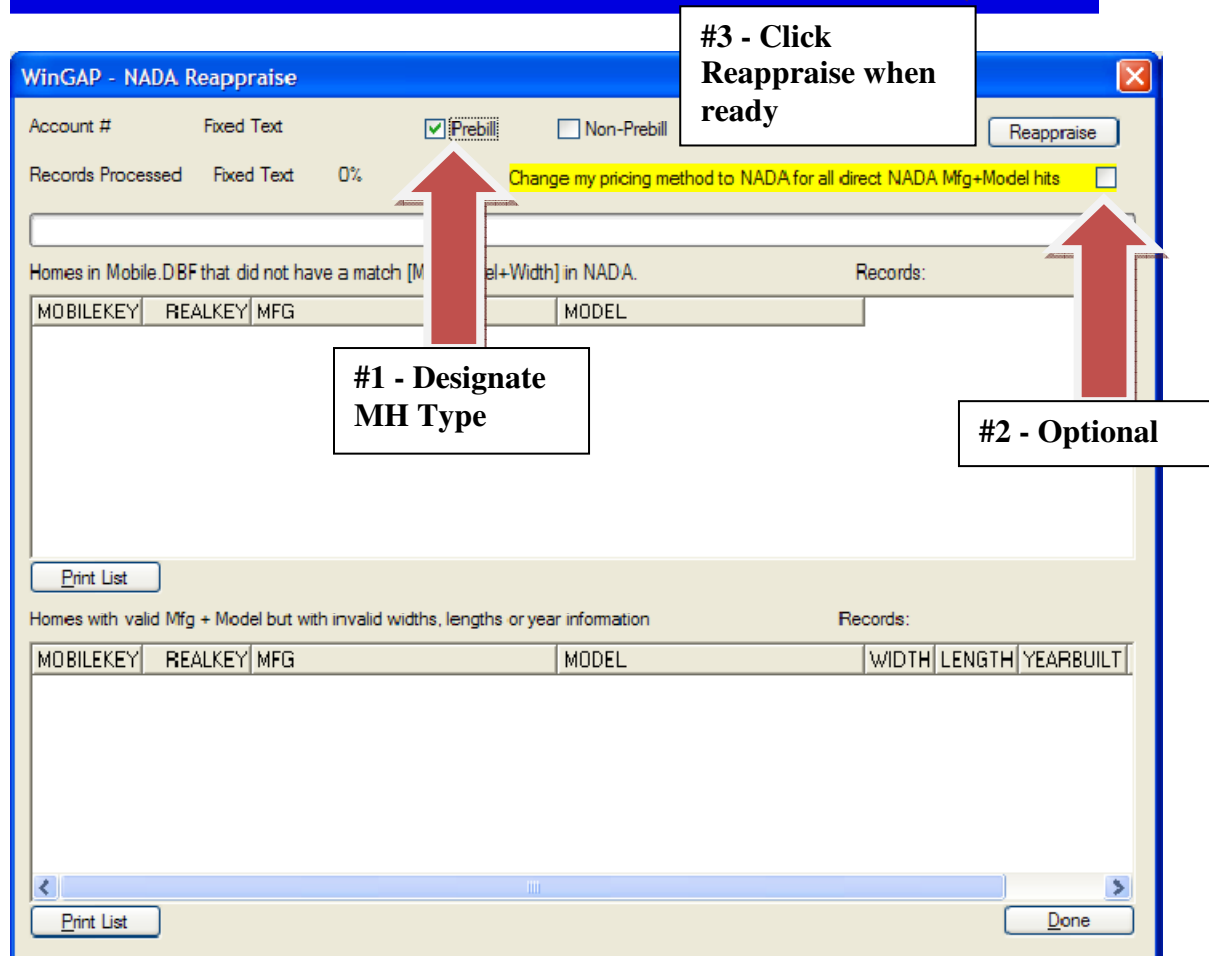
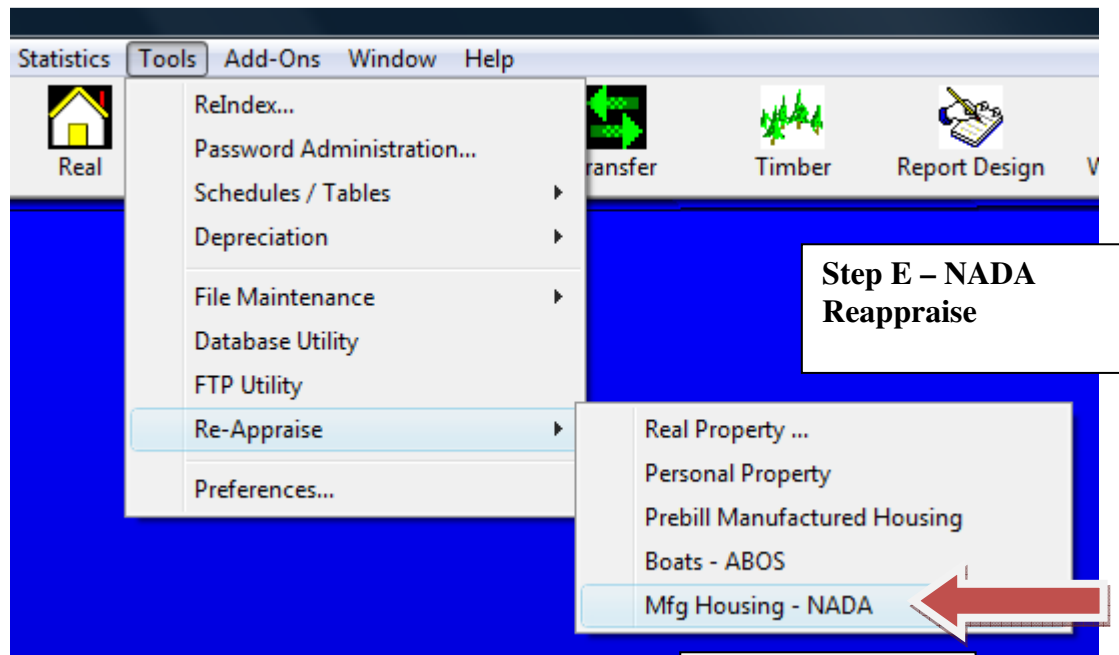
NADA Yr: 2011

Help

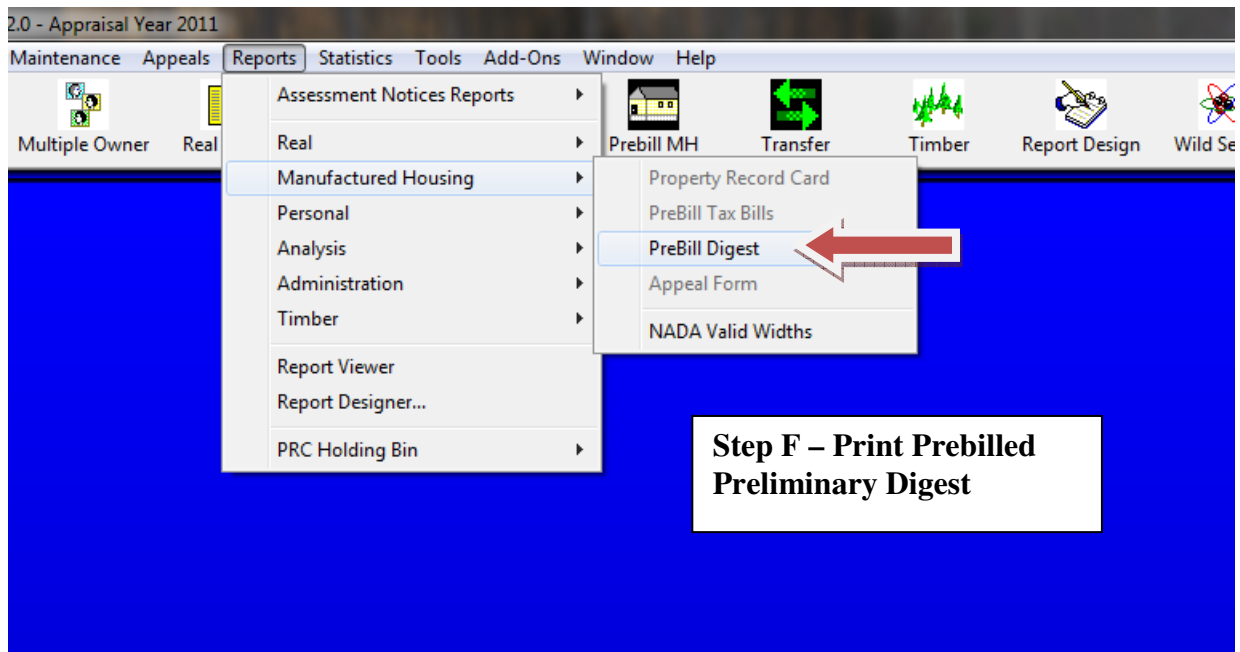
Close

Step E





Step F

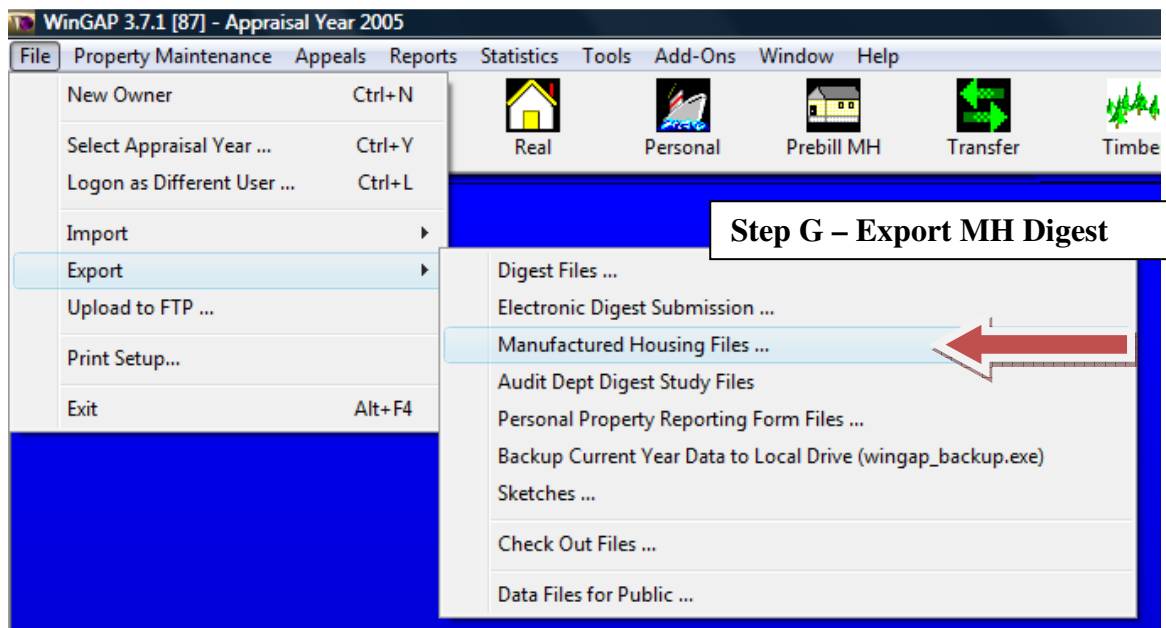
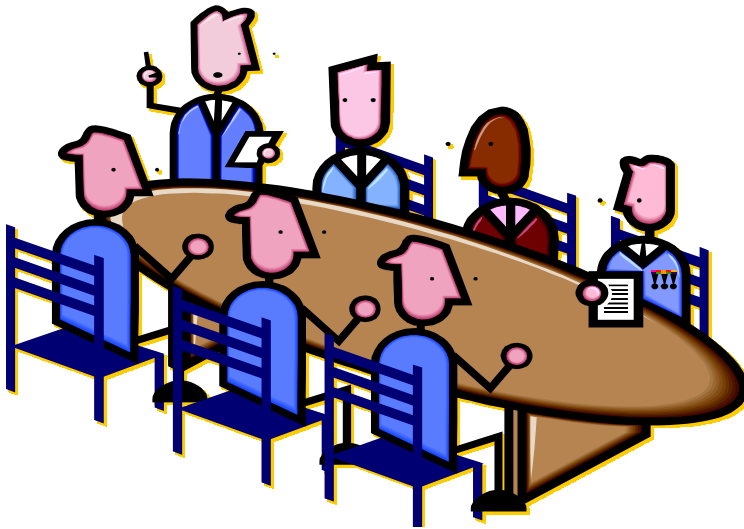


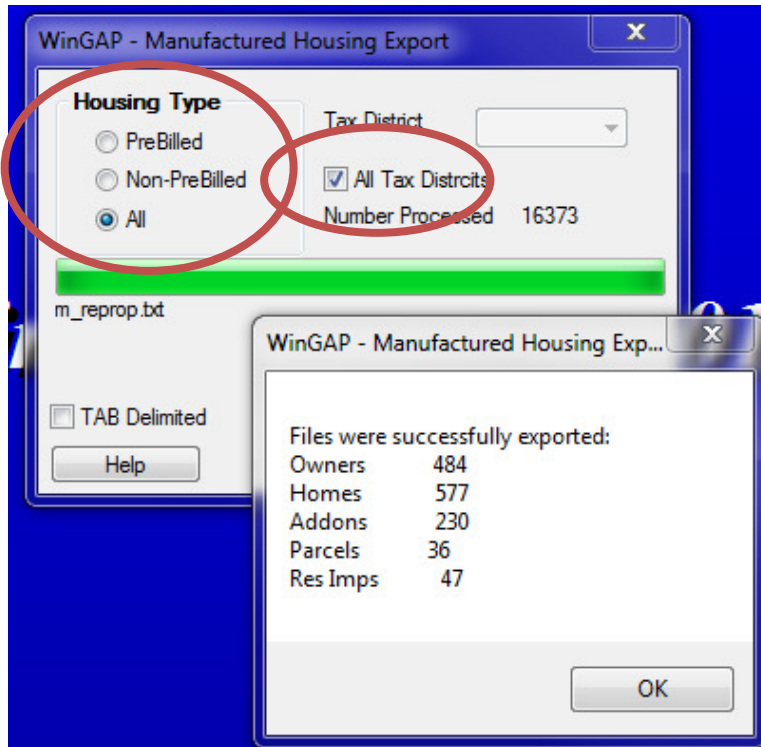
Step F – Print Prebilled Preliminary Digest

08/15/2008 15:15:47		Preliminary Digest - Prebilled Manufactured Homes		1
303 CORPORATION		Account Number:	4011	Tax Dist: 01
C/O ED STEWART		1994 24 x 56	21ST CENTURY HOMES / LIMITED	
3966 WINTERS HILL DRIVE		MH Value :	4,949	Total Value :
ATLANTA, GA 30360		Add-on Value:	0	4,949
ABERCROMBIE BOBBY		Account Number:	1670	Tax Dist: 01
64 BRIAR LANE		1998 28 x 66	FLEETWOOD / STONE CREEK	
MORGANTON, GA 30560		MH Value :	100	Total Value :
		Add-on Value:	1,303	1,403
ABERCROMBIE HARRY		Account Number:	1671	Tax Dist: 01
213 POSTELL ROAD		1971 12 x 65	LANCER / LANCER	
MINERAL BLUFF, GA 30559		MH Value :	2,519	Total Value :
		Add-on Value:	0	2,519
ABERCROMBIE RUBY		Account Number:	1672	Tax Dist: 01
918 HAYMORE FARM RD		1960 8 x 50	UNKNOWN / UNKNOWN	
MINERAL BLUFF, GA 30559		MH Value :	2,048	Total Value :
		Add-on Value:	0	2,048

Prebill digest must be delivered to Tax Commissioner by November 15.

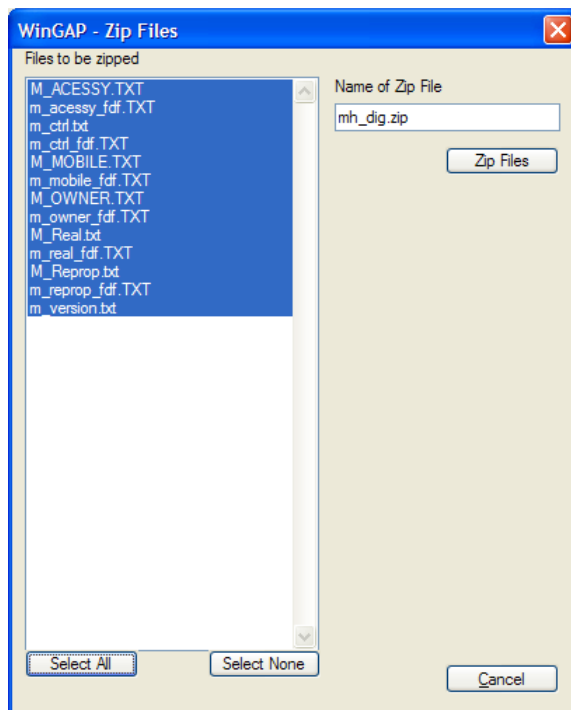
Step G





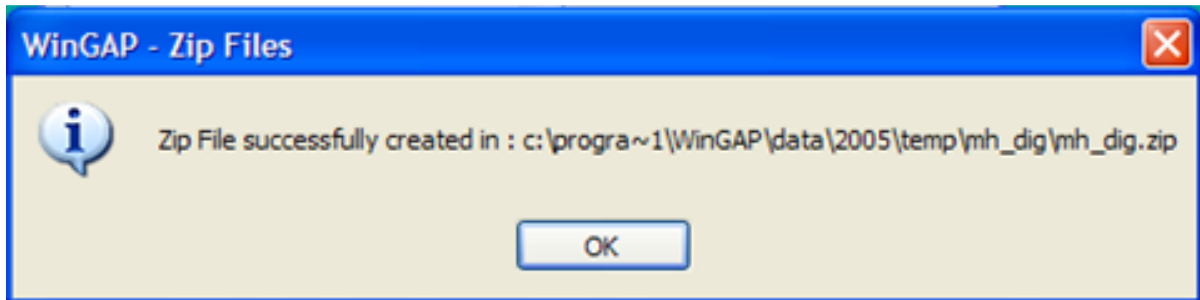
Housing Type and Tax District must be selected prior to clicking Export. The standard format for the exported text files is fixed length. However, if the digest vendor prefers a delimited format, the TAB delimited checkbox can be used to provide such.

When the Export is finished, the “Zip” screen as shown below will appear.

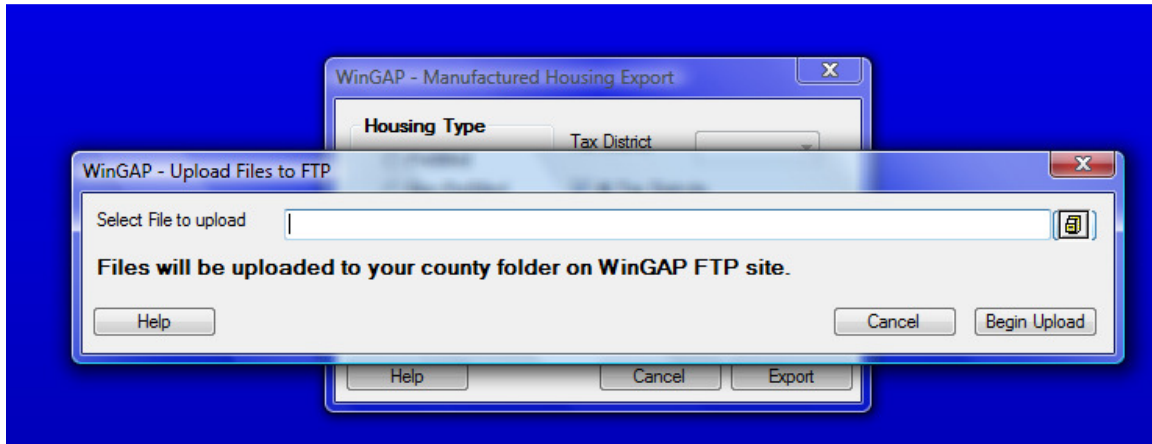


WinGAP Administration

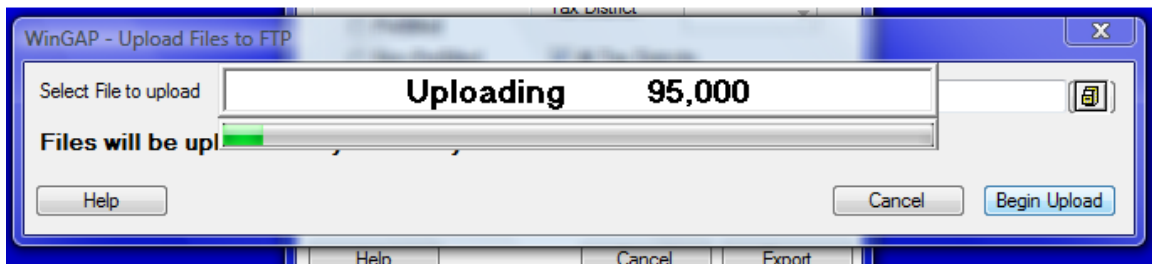
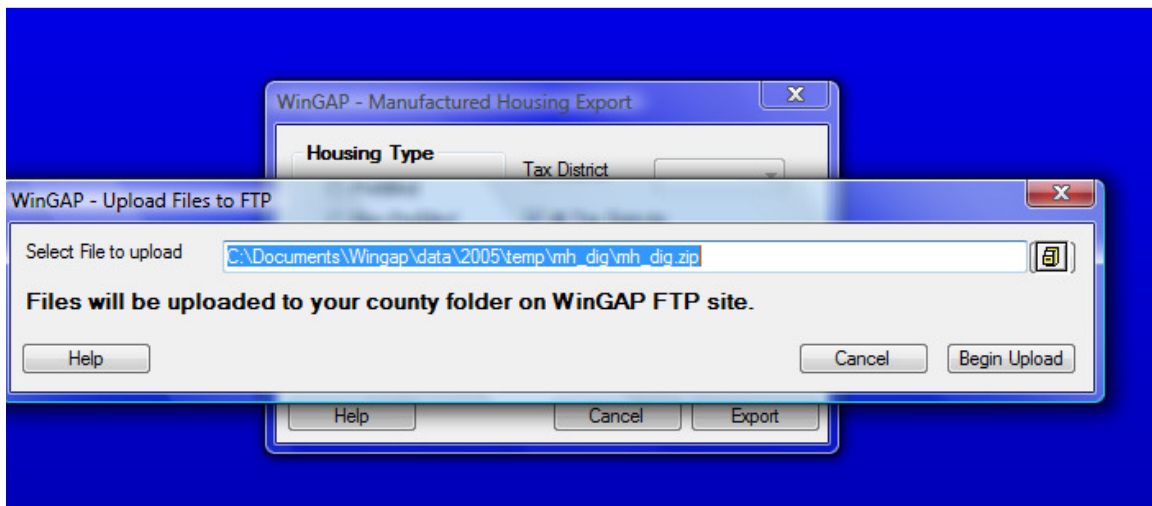
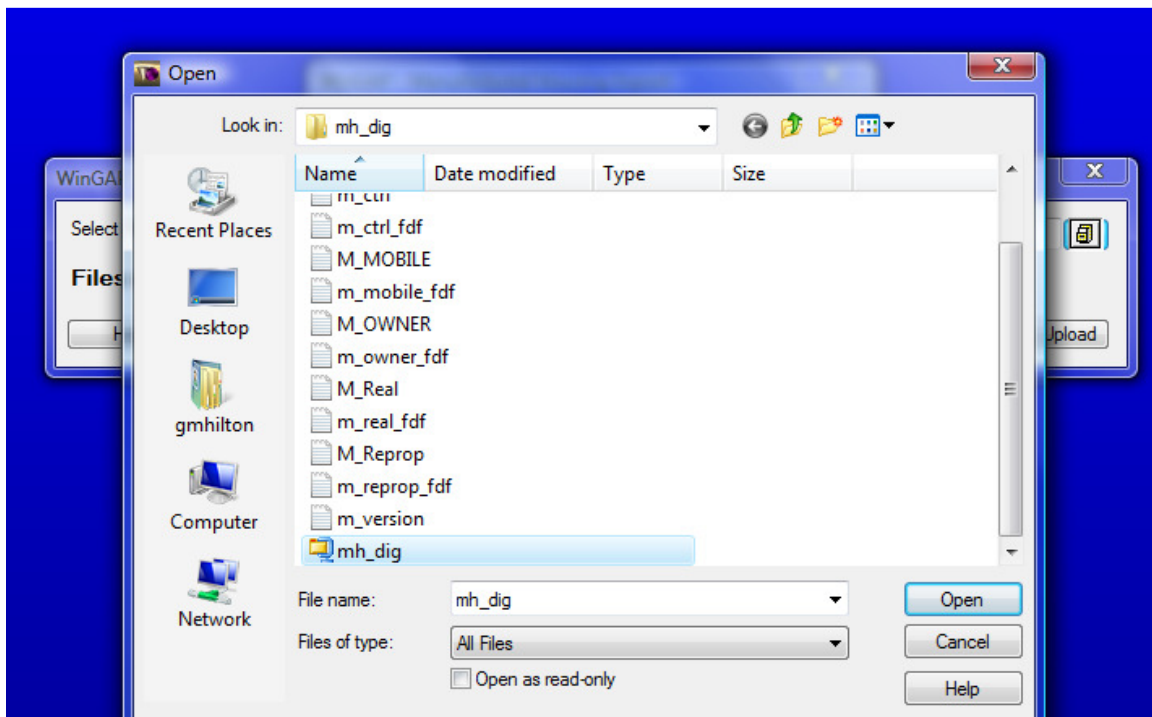
By default, all of the text files are selected. The **Zip Files** button should now be clicked. After the button is clicked and the zipping process is completed, a prompt will appear as shown below informing the user of such.



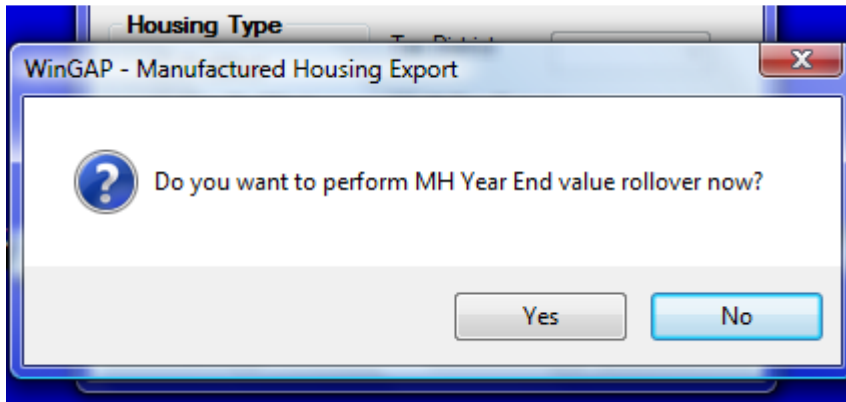
Clicking the **OK** button will open the screen below , where the files can be uploaded.



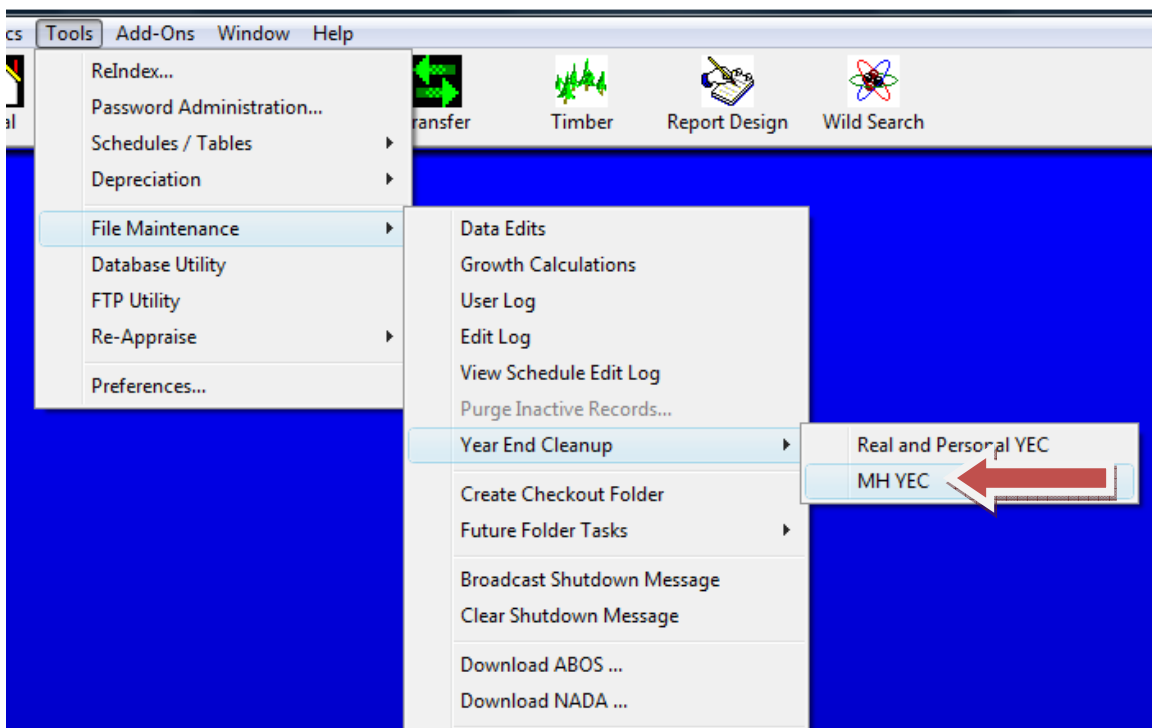
WinGAP Administration



NOTE: If this is the final Prebill MFG Housing Digest file for billing then you need to answer yes to the following question and run YEC for MFG Housing.



If it is not the final billing file, then this procedure may be run at another time with the MH YEC option on the Tools >> File Maintenance >> Year End Cleanup menu.



WinGAP Administration

The MH YEC creates snapshots of the Prebill MH data and moves the current values into the previous value fields on the Mfg Housing screen.

- M_PREVMOBILE.dbf
- M_PREVMOBILE.fpt
- M_PREVOWNER.dbf
- M_PREVOWNER.fpt
- M_PREVREALPROP.dbf
- M_PREVREALPROP.fpt
- M_PREVREPROP.dbf
- M_PREVREPROP.fpt

WinGAP - Manufactured Housing - 1 A-1 Typing : 1 of 5

MH Key : 910 - 1990 12 x 60 Fair-Moore Corp All PIN 002 - -002 -
Appraiser Key 910
Review Date / /

Improvement Information

Mfg Fair-Moore Corp Story Height 1 Story
Model All Models For A Manufactur Decal Yr Decal No
Class Average Serial No
Year Model 1990 Purch Price 0
Eff Yr Blt Exempt Yr Purchased
Size 12 x 60 Tip Out Transfer
Size 0 x 0 = 0 Adj 0.00 Transfer to Homestead

Characteristics

Ext Wall Brick Heat/Air Central Heat/AC Full Baths 0
Roofing Fireplace Const 1 sty 1 Bc Half Baths 0
Foundation Bedrooms 0 Single Fxt 0

Previous Values

Prev Box 16,904 Prev Addon 2,117 Total Previous 19,021

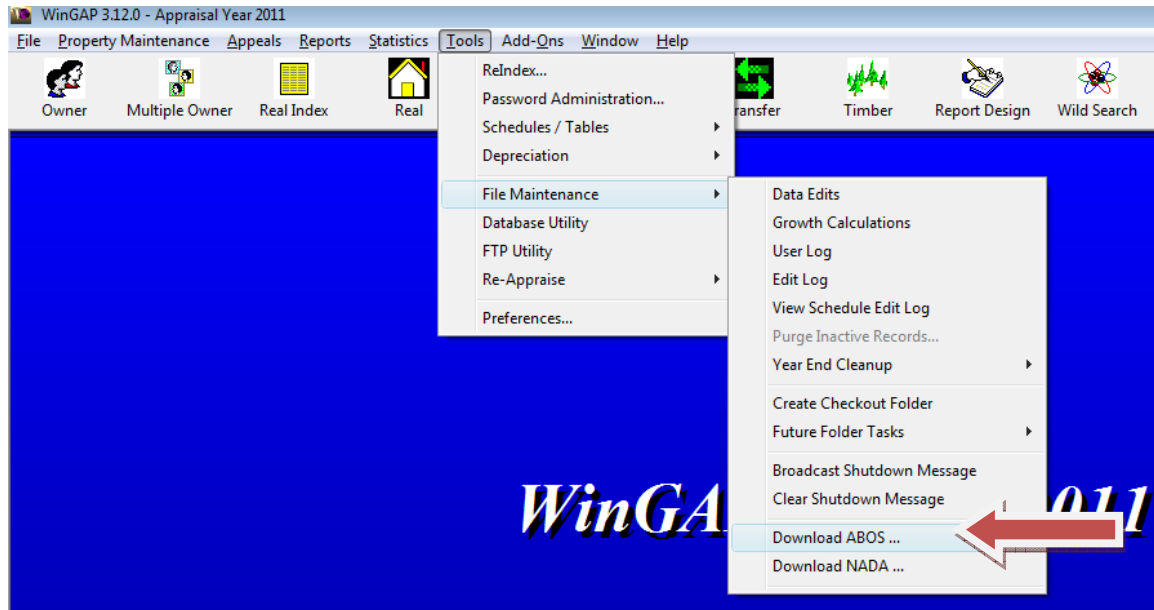
Depreciation

Condition Average
Calc Dep 0.27
Ovr Dep 0.00
Func Obs 1.00
Econ Obs 1.00

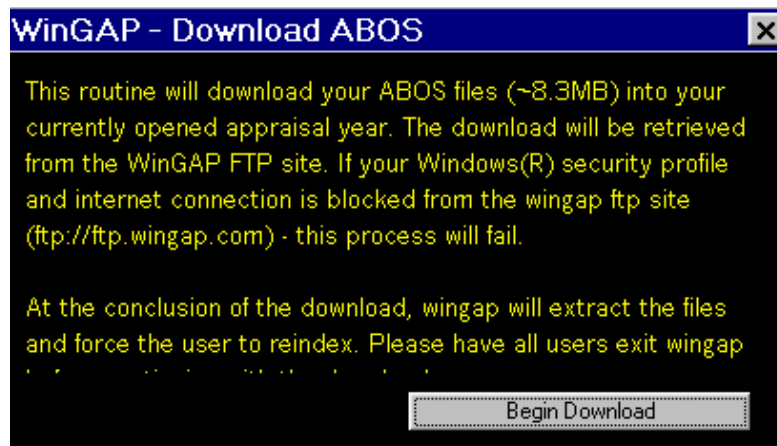
Values

RCN 62,606
NADA 5,413
MH Calc 16,904
MH Ovr 0
Add-Ons 2,117
Total 19,021
Last Calc 19,021

Update ABOS Tables



The next to last option on the **Tools >> File Maintenance** menu allows the County to download the latest update to the ABOS boat valuation files. Clicking on the **Download ABOS** option produces the following message:



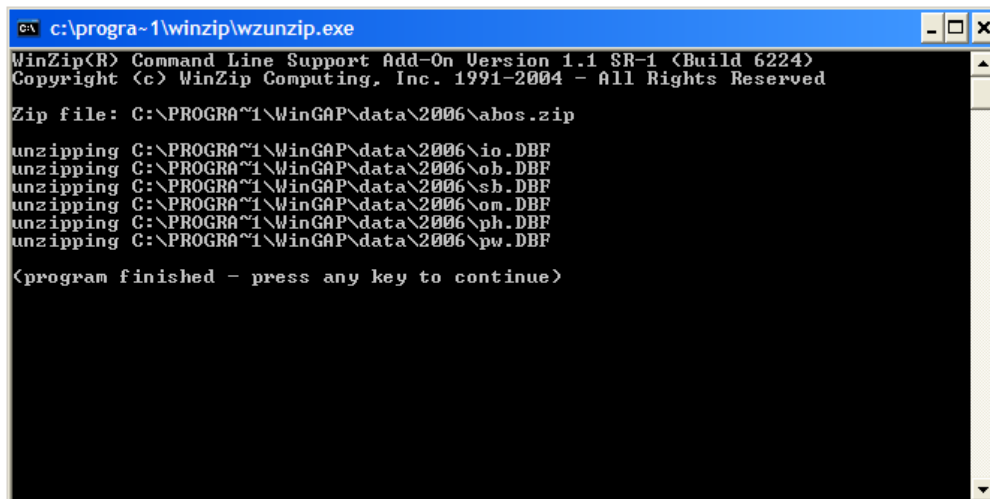
As the message indicates, the computer this procedure is performed on must have a working Internet connection that will allow the computer to connect to the FTP site, all other users must be out of WinGAP, and the ABOS files will be downloaded into the current Appraisal Year folder. Also, this computer must have WinZip and the WinZip Command Line module installed in the C:\Program Files\WinZip folder.

On a broadband connection the download will only take a few seconds; on a dial-up connection it could take several minutes. If for some reason, such as a bad Internet Connection, the FTP site is down for maintenance, or there are local network FTP site

blocking restrictions, the connection to the FTP site will not be made, and the user will receive the message shown on the next page.



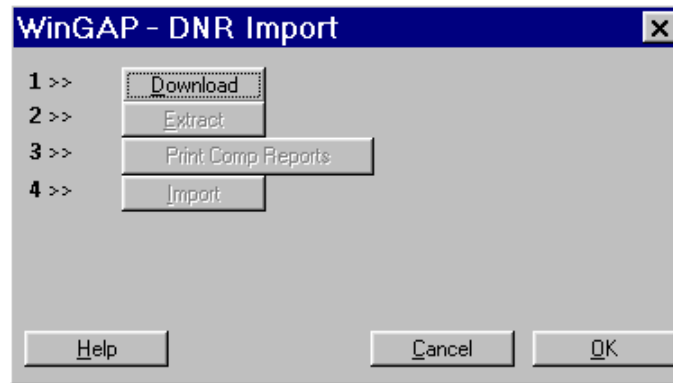
Otherwise, the connection to the FTP site will be established, and the user will see several messages, such as "Connecting to FTP site", "Logging On", "Finding ABOS.Zip", and "Downloading". At the conclusion of the download, the user will receive the messages "File Downloaded", "Disconnecting" and "Done!". A Command Line window will appear and the ABOS files will be automatically unzipped. At the conclusion of the unzipping process, the user can press any key to produce the Reindex message form. The Command Line window and Reindex form can be seen below. **(NOTE:** If the unzipping process is not successful, the user will not see these messages in the Command Window. If these messages do not appear, the user should contact a DOR Technical Support agent or use WinGAP's Online Support for assistance.)



Begin can be clicked to Reindex all files and the new ABOS boat valuation files will be ready for use with WinGAP.

Import DNR Data Files

New Georgia Department of Natural Resources boat data for the County can be imported into the County's existing DNR file by choosing this option, which produces the DNR Import form:

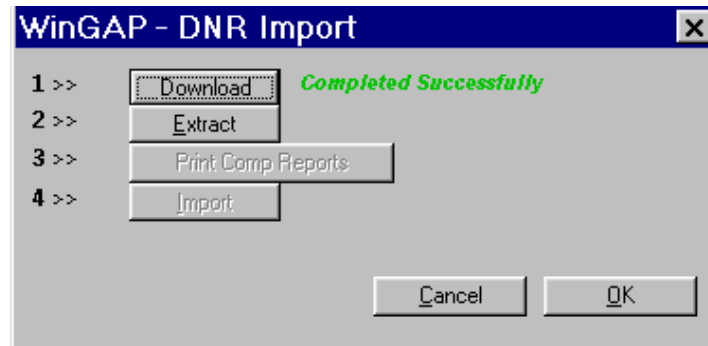


The user must have an **ACTIVE** Internet connection in order to import the DNR Data files. Also, Winzip and the Winzip Command Line Interface must be installed. The DNR Data File process consists of the following steps:

- The user will be connected to <ftp.wingap.com>
- The dnrnew.zip file will be downloaded
- The dnrnew.dbf will be extracted from dnrnew.zip
- Three comparison reports can be printed
- The status of all previously unregistered boats will be set to New
- The boat records with a status of New will be merged from dnrnew.dbf to dnr.dbf

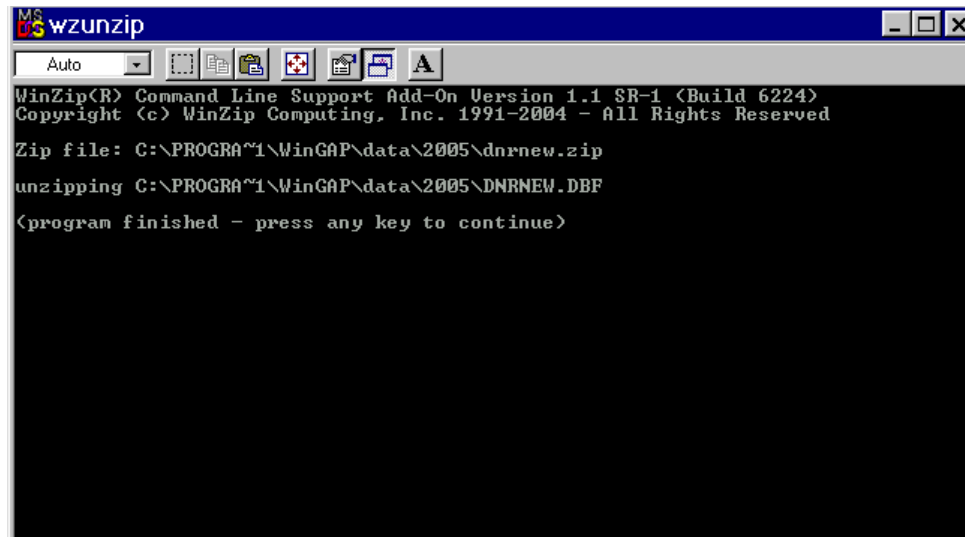
The **Download** Button on the DNR Import form should be clicked to proceed. If the user is not sure whether or not to proceed, either the OK or Cancel button can be clicked to return to the main WinGAP screen. Clicking the Download button will trigger the following process:

The user will see a "Logging On" message, followed by several other messages as the DNR file is downloaded. When the download is finished, the DNR Import form will display that the download has been completed successfully, as shown on the next page.

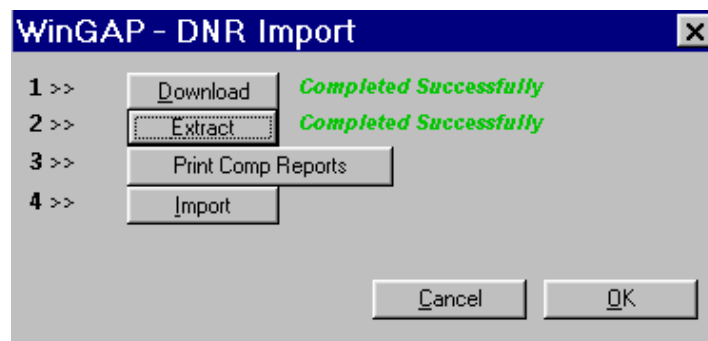


The user should now click the Extract Button on the DNR Import form to extract the DNR files.

WinGAP will then unzip the new DNR file and a DOS command line window will appear, as shown below, confirming this. Any key can be pressed at this point to close the command line window.

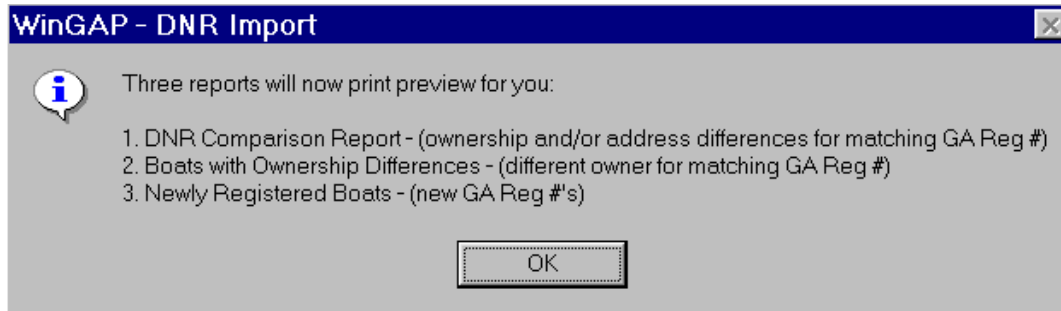


Once the command line window is closed the DNR Import Form will display, below, that the Extraction process has been completed successfully:



NOTE: a registration in dnrnew.dbf will not be flagged with a New status unless the registration is not present in the county's current dnr file. Previously, a status of New was assigned if the registration was not present OR if the registration numbers matched and the ownership in the dnrnew record was different than the ownership in the dnr file. A list of ownership differences can be run from as part of the next step, Print Comp (Comparison) Reports.

The next step is to Print Comparison Reports, which will print three reports. Clicking on the **Print Comp Reports** button will produce the following message:



Clicking the OK button will produce a Print Preview of the **Ownership & Address Comparison Report**, as seen below.

Preview -

11/03/2005

Ownership & Address Comparison

Current DNR		New DNR
ADAMS, ALVIN RONALD 1632 HWY 25 NORTH MILLEN GA 30442	026STE	ADAMS, ALVIN RONALD 139 ALABAMA AVE MILLEN GA 30442
ADAMS, ALVIN RONALD 1632 US HIGHWAY 25 N MILLEN GA 30442	026STE	ADAMS, ALVIN RONALD 139 ALABAMA AVE MILLEN GA 30442
ADAMS, LARRY T 365 LEE STREET MILLEN GA 30442	0524FT	ADAMS, LARRY T 1082 SPENCER RD MILLEN GA 30442
ADAMS, LAWRENCE M RTE 2 BOX 189L MILLEN GA 30442	0318XY	ADAMS, LAWRENCE M 144 ANNORA DR MILLEN GA 30442
ALLIGOOD, BILLY RT 5 BOX 728 MILLEN GA 30442	0000ML	ALLIGOOD, BILLY 359 TANGLEWOOD DR MILLEN GA 30442
ALLIGOOD, BILLY RRS BOX 728 MILLEN GA 30442	0000ML	ALLIGOOD, BILLY 359 TANGLEWOOD DR MILLEN GA 30442
ALLIGOOD, BILLY E RT 5 DIE CRESCENT MILLEN GA 30442	0425JK	ALLIGOOD, BILLY E 359 TANGLEWOOD DR MILLEN GA 30442
ANDERSCH, DANWY K 2876 PERKINS HILTON RD PERKINS GA 30822	0248YA	WARE, PAULA P O BOX 737 MILLEN GA 30442

WinGAP Administration

Once this report is printed, the next report, **Ownership Differences**, will preview and may be printed.

Preview - Page 1

11/03/2005

Ownership Differences

Current DNR		New DNR
ADAMS, LAWRENCE M RTE 2 BOX 189L MILLEN GA 30442	0318XY	ADAMS, LAWRENCE M 144 ANNORA DR MILLEN GA 30442
ANDERSON, DANNY K 2876 PERKINS HILTON RD PERKINS GA 30322	6248YA	WARE, PAULA P O BOX 737 MILLEN GA 30442
ASPINWALL, MILTON 1647 HWY 25 NORTH MILLEN GA 304420000	0651YL	MUCKERSON, RUFUS P O BOX 962 MILLEN GA 30442
ASPINWALL, MILTON 1647 US HIGHWAY 25 N MILLEN GA 30442	0651YL	MUCKERSON, RUFUS P O BOX 962 MILLEN GA 30442
BLACKBURN, RANDY GAY RT 4 BOX 315 MILLEN GA 30442	2398L	BLACKBURN, RANDY G 4824 BLACKBURN RD MILLEN GA 30442
BRADWALM, ROBERT S PO BOX 926 MILLEN GA 30442	0107FZ	LANE, KACEY A 4200 CYPRESS CREEK RD MILLEN GA 30442
BRAGG, JESSIE R R 916 CARDINAL LN MILLEN GA 30442	0013WU	BRAGG, JESSIE R 916 CARDINAL LN MILLEN GA 30442
BRAGG, JESSIE R 484 PERKINS RD MILLEN GA 30442	0097ML	BRAGG, JESSIE R 916 CARDINAL LN MILLEN GA 30442

After the Ownership Differences report prints, the third and final report, **Boats with New Registration Numbers**, will preview and can be printed at the user's discretion.

Preview - Page 1

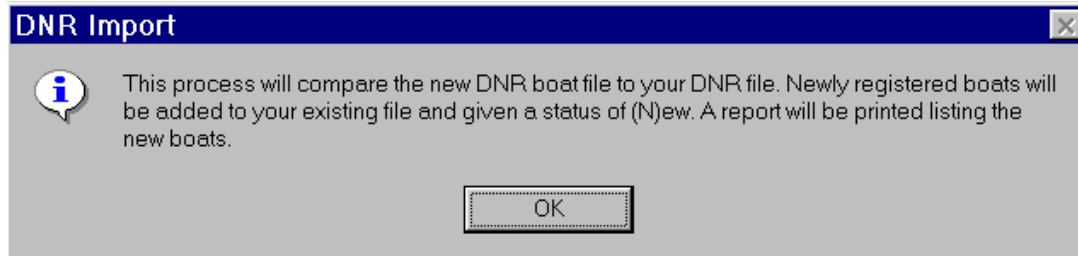
11/03/2005

Boats with New Registration Numbers

Boat Number	Owner Name	Street	City / State / Zip	Expire	Manufacturer	Flt In Year	Cls	Owner	Hull Prop	Boat
0851YD	ANTHONY BOBBY	P O BOX 1002 MILLEN GA 30442	03/01/08 06/01/05	GEN253965405	14 0	A	INDV	ALUM	OUTB	OPEN
0495DE	BOWERS JODY	616 PLUM AVE MILLEN GA 30442	10/01/08 02/01/05	GRUMMAN G4B690908787	14 0	A	INDV	ALUM	OUTB	OPEN
0445PA	BOYNTON RAY L	822 SPENCER RD MILLEN GA 30442	06/03/08 06/01/05	BASS TRUCKER P BUJ04399305	18 4	1	INDV	ALUM	OUTB	OPEN
0842BS	BRINSON GEORGE II	1608 WALLACE RD MILLEN GA 30442	06/03/08 02/18/05	1436 LOWE GLC303983004	14 0	A	INDV	ALUM	OUTB	OPEN
0091NL	BRINSON JAMES S	728 HWY 23 N MILLEN GA 30442	03/01/08 05/03/05	POLARCARAFT PLR677304621	14 0	A	INDV	ALUM	OUTB	OPEN
0191MX	BRINSON WADE	19 LUXWOOD DR SWANWHA, GA 31410	06/03/08 08/12/04	FISHER MARINE GH2300953604	12 0	A	FBGL	INBD		
0433US	CLARKE CATTLE CO	1012 HWY 23 N MILLEN GA 30442	12/01/08 02/01/05	GEN143243003	1711	1	GRP	ALUM	OUTB	OPEN
0841YR	CLAYTON DANNY J	968 PERKINS RD MILLEN GA 30442	03/01/08 07/19/04		12 0	A	INDV	ALUM	OTNR	OPEN
A282B7	CLAYTON JAY A	3383 PARAMORE HILL RD MILLEN GA 30442	05/01/07 07/09/04	0201TF	14 0	A	INDV	ALUM	OUTB	OPEN
0843ML	COWART JAMES C	4291 HWY 121 MILLEN GA 30442	01/01/08 03/22/05	ALUMACRAFT ACB06968D405	15 0	A	INDV	ALUM	OUTB	OPEN
0434NM	DAVIDSON LLOYD D	1853 BIG BUCKHEAD CHURCH RD MILLEN GA 30442	06/03/08 02/01/05	SPECTRUM STR1309W4192	18 0	1	INDV	ALUM	OUTB	OPEN
0851KZ	DAVIS HELEN E	241 HWY 21 E MILLEN GA 30442	03/01/08 06/01/05	BOSSTENDER J0X001930405	11 3	A	INDV	OTNR		
0443KH	DAVIS JOE	908 OLD PERKINS MILLEN GA 30442	09/03/08 06/01/05	SEA FOX LYG4260L304	23 0	1	FBGL	ALUM	OUTB	OPEN
0848HA	DICKEY RICHKEY L	137 ANNORA DR MILLEN GA 30442	03/01/08 02/18/05	LOWE GH200047D505	14 0	A	INDV	ALUM	OUTB	OPEN
0851WE	DILLON JOSEPH III	963 BUTTERMILK RD MILLEN GA 30442	07/01/08 06/01/05	RIVER HAWK FBC09325B797	14 0	A	INDV	FBGL	OUTB	OPEN
0841PV	FELIX TONY J	4595 FIELDS RD MILLEN GA 30442	12/01/08 02/01/05	ALUMACRAFT ACB2371E405	14 0	A	INDV	ALUM	INBD	OPEN
0438TV	FIELDS BRIAN A	509 WADE ST MILLEN GA 30442	02/03/08 04/04/05	THARDE MGL18030A003	23 4	1	FBGL	INDV		OPEN
0078BX	FIELDS KING S	1108 OLD WYNES BORO RD MILLEN GA 30442	03/01/08 05/03/05	TERRY	15 0	A	ALUM	OUTB		OPEN

WinGAP Administration

After printing the final comparison report the user is returned to the DNR Import Form. The final step in the DNR Import process is to Import the new DNR boat data into the County's existing DNR boat file. This is done by clicking the Import Button on the DNR Import Form, which will produce the message shown below:



Various messages will display as the new boats are appended into the County's existing DNR boat file. At the conclusion of this process, a Print Preview of New Boats registered with DNR that have been appended into the County's DNR boat file will appear, as seen below.

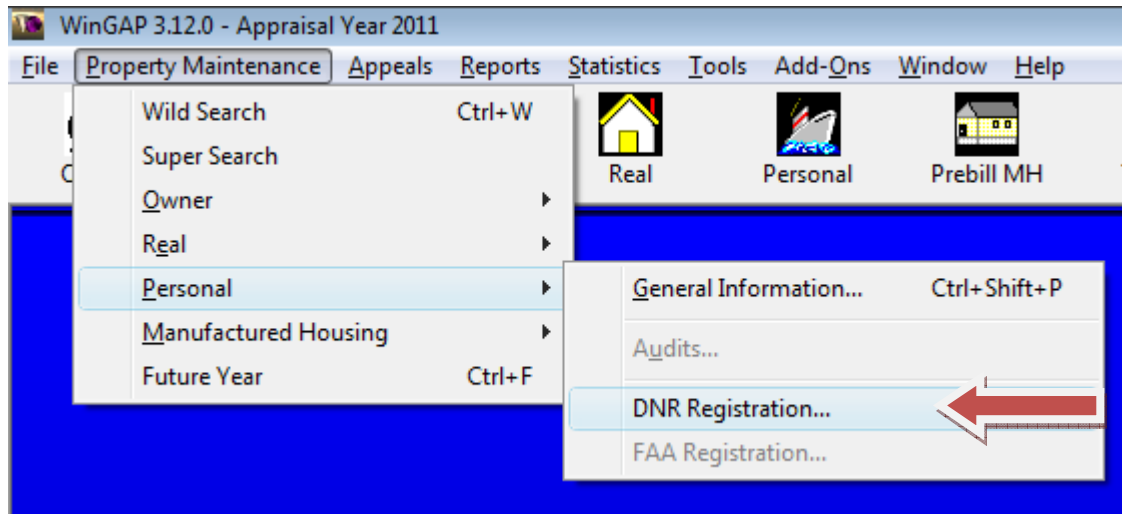
11/09/2005

Boats Registered with Ga Dept of Natural Resources - New Status

Ga Cert Number	Owner Name	(Bus)	Street City / State / Zip	Expiry Added	Manufacturer Hull ID Number	Flt / In Year	Cls Owner	Hull Prop	Boat
0042GY	FRANLEY RICKY J	N	3391 BRAMBLEWOOD DR MILLEN, GA 30442	11/20/08 06/09/05	SUNBIRD BOAT CO INC SB2309080999	15 0 89	A	INDV	FBGL OUTB OPEN
0078BX	FIELDS KING S	N	1106 OLD WAYNESBORO RD MILLEN, GA 30442	03/01/08 05/20/05	TERRY	15 0 70	A	INDV	ALUM OUTB OPEN
0130BX	LANE THOMAS M	N	768 HERMANS RD MILLEN, GA 30442	10/01/08 06/00/05	KAWASAKI KAWA5490B494	8 4 94	A	INDV	FBGL INBD OPEN
0130BY	LANE THOMAS M	N	768 HERMANS RD MILLEN, GA 30442	10/01/08 06/00/05	KAWASAKI KAWA3604L394	8 4 94	A	INDV	FBGL INBD OPEN
0191MX	BRINSON WADE	N	19 LAKEWOOD DR SAVANNAH, GA 31410	06/00/08 09/12/04	FISHER MARINE GA200065404	12 0 76	A	GRP	FBGL INBD OPEN
0230ZU	GARVIN TERRY	N	420 BAY ST MILLEN, GA 30442	12/01/08 02/01/05	ALUMACRAFT ACB05723E495	14 0 95	A	INDV	ALUM OUTB OPEN
0238FL	STRICKLAND LEWIS H	N	89 DOUAN DR SAVANNAH, GA 31406	06/00/08 07/13/05	ALUMACRAFT BOAT CO ACB092124897	14 0 97	A	INDV	ALUM OUTB OPEN
0391NL	BRINSON JAMES S	N	728 HWY 23 N MILLEN, GA 30442	03/01/08 05/20/05	POLARACRAFT PLR87736A621	14 0 83	A	INDV	ALUM OUTB OPEN
0393AE	HEARN PERRY V	N	3010 EDNA LAWLER RD GARFIELD, GA 30425	02/25/08 09/03/04	STARACRAFT MARINE STPLB2191180	11 6 83	A	INDV	FBGL OUTB OPEN
0464HU	LEWIS EDWIN R	N	969 HORSE CREEK RD MILLEN, GA 30442	06/00/08 04/04/05	WHITEBUG BWV001940986	12 0 86	A	INDV	FBGL OUTB OPEN
0485YH	MINGLE NORMAN E	N	3930 THOMAS RD MILLEN, GA 30442	07/01/08 04/01/05	POLAR CRAFT PLR74217484J	14 11 94	A	INDV	ALUM OUTB OPEN
0495DE	BOWERS JODY	N	816 PLUM AVE MILLEN, GA 30442	10/01/08 02/01/05	GRUMMAN GMB080908787	14 0 87	A	INDV	ALUM OUTB OPEN
0590VF	JACKSON JOEY E	N	4805 TAYLOR RD MILLEN, GA 30442	11/20/07 06/00/05	WHITEBUG BWV001990989	15 2 89	A	INDV	FBGL OUTB OPEN
0630X	MILES ARTHUR L	N	P.O. BOX 980 MILLEN, GA 30442	02/29/08 04/19/04	GILL GENST47JB999	12 0 99	A	INDV	ALUM OTHR OTHR
0740YA	FIELDS RHONDA B	N	5482 LANS LN MILLEN, GA 30442	07/01/07 12/03/04	PHANTOM PH800488B889	15 8 89	A	INDV	FBGL OUTB OPEN
0761MB	SHEPPARD PHIL S	N	690 LANE DR MILLEN, GA 30442	10/01/08 03/22/05	FEATHER CRAFT GA200135A505	14 0 79	A	INDV	ALUM OUTB OPEN
0841PV	FELIX TONY J	N	4595 FIELDS RD MILLEN, GA 30442	12/01/08 02/01/05	ALUMACRAFT ACB2371E405	14 0 05	A	INDV	ALUM INBD OPEN
0841YR	CLAYTON DANNY J	N	568 PERKINS RD MILLEN, GA 30442	03/01/08 07/15/04		12 0 71	A	INDV	ALUM OTHR OPEN

This report can be printed, and the user will be returned to the DNR Import window, where Cancel or OK on the DNR Import form can be clicked to return to the main WinGAP screen.

DNR Match Process



The "DNR Registration" option produces the DNR Boat Search/Add Form, below, that allows the user to search for Boats located in the County that are registered with the Georgia Department of Natural Resources. If the Boat is not currently on the Tax Digest, the Boat can be added to an existing Owner, or a New Owner can be created from this Form. The Form defaults to the first boat, in Owner Name order, in DNR's listing of Boats. DNR registrations that are flagged with a Status of New can be displayed exclusively by checking the **"Show New Boats Only"** checkbox.

The information on file about each Boat in the DNR list is displayed in the various fields on the DNR Form. The Form will display the first Boat Owner in the WinGAP DNR database. The Next and Previous Buttons at the top of the Form can be clicked to scroll, one at a time, through the listing of Boats. A much quicker way to get to a specific Boat Owner is to key an Owner's Last Name, or part of the Last Name, into the Jump field, and then click the Jump Button, to move to the Owner with the Last Name that most closely matches the criteria keyed in the Jump field. If this is not the correct owner, a listing of Boat Owners nearest to this Owner's Name can be displayed by clicking the **List** Button on the lower left of the Form. The list will display 50 boats, with the Owner's Name nearest that keyed in the Jump field in the center of the list. The desired Owner and Boat can be clicked on in the list and that Owner and Boat's information will display on the DNR Form. The Close List Button beneath the listing should be clicked to close the Owner/Boat listing.

At this point the Status of the Boat will be displayed in the Status section of the Form. If the Boat is Active or Inactive, no action is necessary. If the New radio button is highlighted, however, as seen in the image below, the New Add Type section of the Form will be in focus, and the user will need to make a decision about what to do with this Boat which is not currently on the County's Tax Digest.

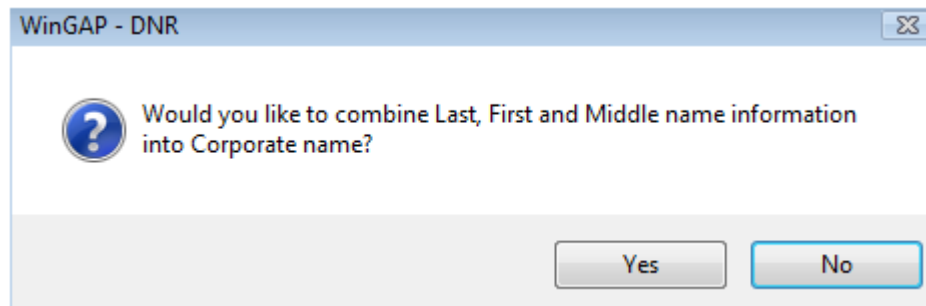
The screenshot shows the WinGAP - DNR form with the following fields and values:

- Ga Reg:** 0716ZX
- Name:** AANERUD ROY
- Address:** 1020 HILL CREEK COURT
- City, State Zip:** WATKINSVILLE GA 30677-
- MFG:** BASS TRACKER
- Year:** 2000
- Expire:** 01/31/2003
- Prop:** 2 - Outboard
- Type:** 1
- Hull ID:** BUJ35302H485
- Length:** 14 Feet 0 Inches
- Hull:** 1
- Tax District:** (dropdown menu)
- Inactive Rsn:** Other
- Status:** Active (selected), Inactive, New
- New Add Type:** No Add, Owner / Account / Boat, Account / Boat, Boat Only
- Comments:** ADDRESS IS OCONEE CO

Buttons at the bottom include: List, Help, Show New Boats Only (highlighted), Cancel, Apply, and OK.

There are four New Add Type options: No Add; add the Owner of the Boat as a New Owner, along with a New Account and new Boat record; add a New Account and the Boat record to an Existing Owner; or add the Boat record only to an Existing Owner and Account. Prior to selecting any of these options, the user should determine which of these situations apply to this particular Boat.

- ☐ **No Add:** If the No Add option is selected, it indicates that no decision has been made at this time as to the type of add to perform. If this item is selected, the user will be returned to the main WinGAP screen. The New Boat will remain an "orphan" until one of the other options is selected at a later date.
- ☐ **Owner / Account / Boat:** If the user selects the Owner / Account / Boat option in the New Add Type, it indicates that a determination has been made that the Boat Owner does not exist anywhere in the WinGAP database. If this item is selected, the user should click the OK Button on the DNR Form, and the user will be asked how the Owner's name information will be handled.



The Yes Button should be clicked if the County's Owner name information is displayed in the Corporate name field on the Owner Information Form (and stored in the Lastname field in the Owner database). The No Button should be clicked if the County's Owner Name information is displayed in the Last, First, and Middle name fields on the Owner Information Form (and stored in the Lastname, Firstname, and Middle fields in the Owner database). Clicking either the Yes or No Button will create an Owner record in the Owner database, store the Owner name information accordingly, and take the user to the Personal Property General Information Form, shown on the next page.

WinGAP Administration

WinGAP - Personal Property General Information - ADAMS JOHN P - 1 of 1

Parcel_no: [] Acct History Map It

Acct # (1): 14934 Owner Value: \$ 0 EZ Yr/Val: 0

ID Number: [] Business ID: []

Street No: [] Ext: [] Dir: [] Unit: [] Quad: []

Street Name: [] Type: []

Zip Code: [] Bldg SF: 0 Sales SF: 0

Tax District: [] Class: []

Disc Source: []

☐ Special District Acct Origin Yr: [] Business Year: []

Appraiser Info

Data Entry: []

Acct Appraiser: []

Alternate: []

Acct Auditor: []

Appeals DNR Photo Documents ACO

Transfer Transfer Items Future Duplicate Bus Lic

Contact Information

Bus No: () - []

Home No: () - []

Fax No: () - []

Email: []

Web Url: []

Person: []

NAICS

[]

Comments

[]

Process Status

☐ Notice Notice Date: [] []

☐ Return Filed Filing Date: [] []

☐ P.O. Returned Reason: []

☐ Estimated Value Notice Value: 0

☐ Audit Audit Date: [] []

☐ No PT50 Review Date: [] []

Audit Info

Values (100%)

	Current	FMV	MAV
Previous	0	0	0
MAV Curr	0	0	0
MAV Prev	0	0	0
Last Edited	0	0	0
Return	0	0	0
Penalty	0	0	0

MEFF Invn FpInvn Boat (1) Plane Other

Leased Equipment

Edit History Cancel Delete New Apply OK

All of the appropriate information for this Personal Property Account should be added on this Form, particularly the Tax District and Digest Class, which is required information. After clicking Apply to save the Account record, and while the user is still on this Form, the Edit Button next to the Boat Value field should be clicked to take the user to the Boats & Motors Form, next page, where the Boat information for this Boat should be checked and updated as necessary.

WinGAP - Boats & Motors : ADAMS JOHN P

Boats & Motors: Motor: BoatKey: 268936238 Account #: 14934 Photo
BoatKey: 268936238

ABOS - Boat ABOS - Motor

Boat Info
 Manufacturer: FISHER
 Model:
 Hull No: FMC76355L586
 Ga Reg: 0741FV Year Model: 1996
 Feet: 14
 Inches: 0
 Hull: Aluminum
 Type: Outboard
 Boat Book:
 Boat Page:

Motor Info
 Manufacturer:
 Model:
 Horsepower: Yr Model:
 Motor Book:
 Motor Page:

Purchased
☐ New ☐ Used
 Date: / /
 Cost: 0

Starter
☐ Electric ☐ Recoil

Purchased
☐ New ☐ Used
 Date: / /
 Cost: 0

Value
Boat
 Book: 0
 Appraised: 0 ☒
 ABOS: 0 ☐
Motor
 Book: 0
 Appraised: 0 ☒
 ABOS: 0 ☐
 Total: 0 MAV: 0

Located At:
 Appraiser:

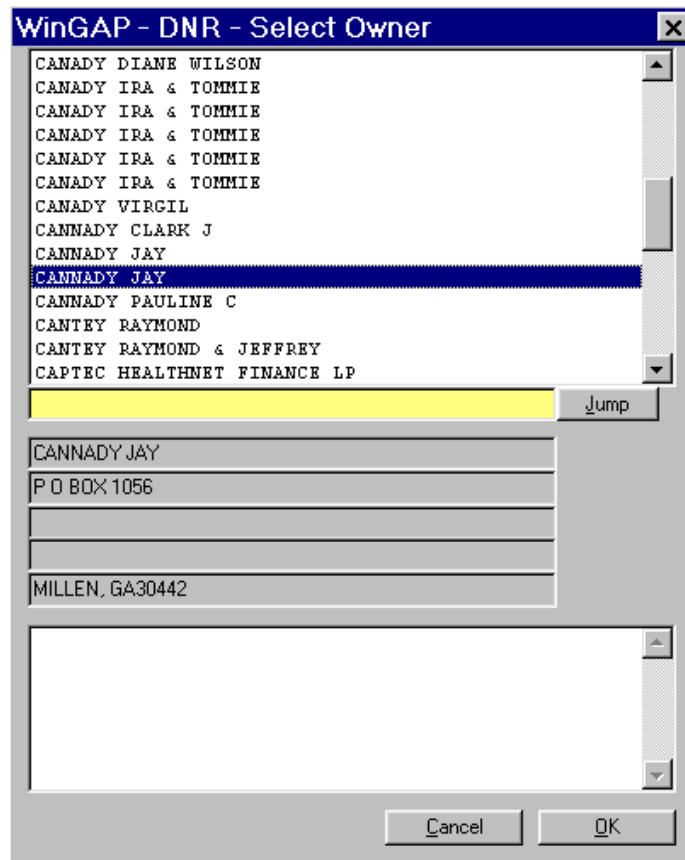
Comments

Edit History Cancel New Delete Apply OK

Clicking OK on the Boats & Motors Form will return the user to the Personal Property General Information Form, where OK can be clicked to return to the DNR Boat Form.

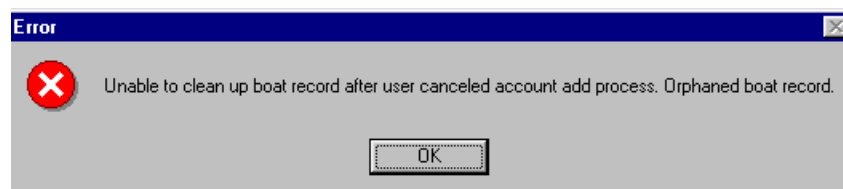
NOTE: Once on the Personal Property General Information Form, the Account and Boat MUST be added (it can be deleted after adding). For detailed information on using the Personal Property General Information Form, and the Boats & Motors Form, see the relevant parts of the Manual.

- **Account / Boat:** If the user selects the Account / Boat option in the New Add Type section, it indicates that a determination has been made that the Boat Owner has a record in the Owner database, but no Personal Property Accounts or Boat records. Selecting this option and then clicking the OK Button produces the Select Owner Form, next page.



The dialog box titled "WinGAP - DNR - Select Owner" contains a list of owner names. The list includes: CANADY DIANE WILSON, CANADY IRA & TOMMIE (repeated five times), CANADY VIRGIL, CANNADY CLARK J, CANNADY JAY (highlighted), CANNADY PAULINE C, CANTEY RAYMOND, CANTEY RAYMOND & JEFFREY, and CAPTEC HEALTHNET FINANCE LP. Below the list is a yellow highlighted row and a "Jump" button. Underneath, there are text fields for "CANNADY JAY", "P O BOX 1056", and "MILLEN, GA30442". At the bottom are "Cancel" and "OK" buttons.

Owner Names are displayed in the list box on the top of the Form. The highlighted record will be the first Owner that has the last name of the Owner of the Boat that is about to be added. The user should scroll down the list until the correct Owner is found. The Owner's address information displays beneath the list box, and the user should make sure this is the correct Owner. If this is the correct Owner, the OK Button should be clicked to take the user to the Personal Property General Information Form, where the Account and Boat can be added to this Owner. Once on the Personal Property General Information Form, the Account and Boat **MUST** be added (it can be deleted after adding, if necessary). If the user changes their mind while on the Select Owner Form, above, and clicks the Cancel Button, a message will display that the Boat record will remain orphaned.



Clicking the OK Button will return the user to the DNR Form.

- **Boat Only:** If the Boat Only option in the New Add Type section is selected, it indicates that a determination has been made that the Boat Owner has a record in the Owner database and at least one Personal Property Account. Selecting this option and then clicking the OK Button produces the Select Personal Property Account Form, shown on the next page.

WinGAP - DNR - Select Personal Property A...

CHANCE BRYON L MRS
CHANCE FRED L
CHANCE MIKE S
CHANCE WILLIE JR
CHANCE WOOD SHOPPE
CHANDLER SALES
CHANNEL ONE COMMUNICATION CORP
CHENEY F EARL
CHENEY ROY P
CHEVRON PRODUCTS COMPANY
CIT COMMUNICATIONS FINANCE CORP
CIT FINANCIAL USA INC
CITI TRENDS INC #11
CITICORP VENDOR FINANCE

Jump

CHANCE MIKE S
3849 PARAMORE HILL RD
MILLEN, GA30442

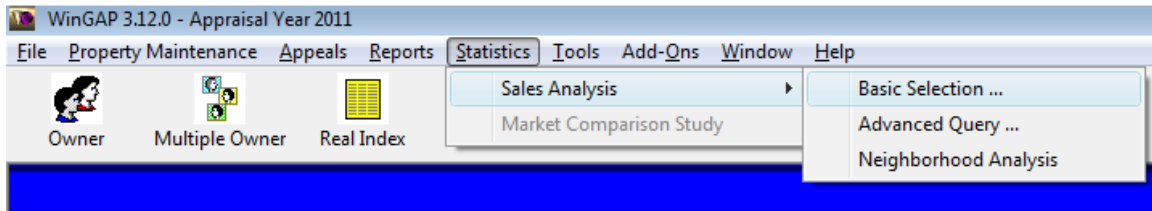
5510 CHANCE MIKE S

Cancel OK

The Boat Owner's Name will be displayed in the top list box on the Form, and the user should click on this record to highlight it. The Owner's address information will display beneath the list box, and the Owner's existing Personal Property Accounts will display in the list box on the bottom of the Select Owner Form. The user should make sure this is the correct Owner, and then click on the Personal Property Account in the lower list box(if the Owner has more than one Account, the correct one should be selected). The OK Button should then be clicked to add the Boat to that Account, and the user will be returned to the DNR Form. The user should make a note that this Boat has been added to this Owner's Account and at some point go to that Owner's Account and view and if necessary update the Boat information.

Sales Ratio Analysis (Define the problem)

- a. After January 2
How do we define the problem?
Through ratio analysis!
Run ratio analysis on each Class of property



Run the sales ratio reports for each of the following criteria:

- i. Residential LM,FM
- ii. Agricultural LM,FM
- iii. Commercial LM,FM
- iv. Industrial LM,FM

Residential LM, FM

WinGAP - Appraisal Year 2005Hall

File Property Maintenance Appeals Reports Statistics Tools Add-Ons Window Help

WinGAP - Ratio Analysis Criteria

Sales Criteria

Starting Date: 01/01/2004
Ending Date: 12/31/2004
State Study: ☐

Use Class: ☒ Res ☐ Agr ☐ Com ☐ Ind
Use Strat: ☐ 1 ☐ 3 ☐ 4 ☐ 5
Reason: ☐ All ☒ FM ☒ LM

Real Property Criteria

Starting Map: Property Class: Starting Acres: 0.00
Ending Map: Property Strat: Ending Acres: 0.00

GroupBox

Neighborhood: Tax Dist: Subdivision:

Starting:
Ending:

Residential Improvement

Grade: 0
YR Built: 0
EFYR Built: 0
Heated Area: 0

Commercial Improvement

Grade: 0
YR Built: 0
EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	LCI	Actual	UCI
Median	0.3779	0.3796	0.3815
Aggregate	0.3571	0.3593	0.3615
COD	0.1110		
PRD	1.0178		
Number of Samples	3,363		
Lowest Ratio	0.1004		
Highest Ratio	0.6989		
Min Sample Size	6		
Standard Deviation	0.1263		

View Array

Print Options:
☐ Summary
☐ Details

Print Order:
☐ Ratio
☐ Acre
☐ Parcel
☐ Neighborhood
☐ Grantor
☐ Grantee
☐ Sale Class

Print

100%

OK

Agricultural LM, FM

WinGAP - Appraisal Year 2005Hall

File Property Maintenance Appeals Reports Statistics Tools Add-Ons Window Help

WinGAP - Ratio Analysis Criteria

Sales Criteria

Starting Date: 01/01/2004
Ending Date: 12/31/2004
State Study: ☐

Use Class: ☐ Res ☒ Agr ☐ Com ☐ Ind
Use Strat: ☐ 1 ☐ 3 ☐ 4 ☐ 5
Reason: ☐ All ☒ FM ☒ LM

Real Property Criteria

Starting Map: Property Class:
Ending Map: Property Strat:
Starting Acres: 0.00
Ending Acres: 0.00

Group Box

Neighborhood: Tax Dist: Subdivision:
Starting: Ending:

Residential Improvement

Grade: 0
YR Built: 0
EFYR Built: 0
Heated Area: 0

Commercial Improvement

Grade: 0
YR Built: 0
EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	LCI	Actual	UCI
Median	0.3094	0.3484	0.3659
Aggregate	0.2229	0.2541	0.2853
COD	0.2163		
PRD	1.2871		
Number of Samples	42		
Lowest Ratio	0.1097		
Highest Ratio	0.6022		
Min Sample Size	16		
Standard Deviation	0.2023		

View Array

Print Options

☐ Summary
☐ Details

Print Order

☐ Ratio
☐ Acre
☐ Parcel
☐ Neighborhood
☐ Grantor
☐ Grantee
☐ Sale Class

Print

100%

OK

Commercial LM, FM

WinGAP - Appraisal Year 2005Hall

File Property Maintenance Appeals Reports Statistics Tools Add-Ons Window Help

WinGAP - Ratio Analysis Criteria

Sales Criteria

Starting Date: 01/01/2004
 Ending Date: 12/31/2004
 State Study: ☐

Use Class: ☐ Res ☐ Agr ☒ Com ☐ Ind
 Use Strat: ☐ 1 ☐ 3 ☐ 4 ☐ 5
 Reason: ☐ All ☒ FM ☒ LM

Real Property Criteria

Starting Map: Property Class: Starting Acres: 0.00
 Ending Map: Property Strat: Ending Acres: 0.00

Group Box

Neighborhood: Tax Dist: Subdivision:
 Starting: Ending:

Residential Improvement

Grade: 0
 YR Built: 0
 EFYR Built: 0
 Heated Area: 0

Commercial Improvement

Grade: 0
 YR Built: 0
 EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	LCI	Actual	UCI
Median	0.3756	0.3829	0.3883
Aggregate	0.3656	0.3722	0.3788
COD	0.0586		
PRD	1.0217		
Number of Samples	100		
Lowest Ratio	0.2383		
Highest Ratio	0.4720		
Min Sample Size	2		
Standard Deviation	0.0663		

View Array

100%

Print Options

☐ Summary
☐ Details

Print Order

☐ Ratio
☐ Acre
☐ Parcel
☐ Neighborhood
☐ Grantor
☐ Grantee
☐ Sale Class

Print

OK

Industrial LM, FM

WinGAP - Appraisal Year 2005Hall

File Property Maintenance Appeals Reports Statistics Tools Add-Ons Window Help

WinGAP - Ratio Analysis Criteria

Sales Criteria

Starting Date: 01/01/2004
Ending Date: 12/31/2004
State Study: ☐

Use Class: ☐ Res ☐ Agr ☐ Com ☒ Ind
Use Strat: ☐ 1 ☐ 3 ☐ 4 ☐ 5
Reason: ☐ All ☒ FM ☒ LM

Real Property Criteria

Starting Map: Property Class: Starting Acres: 0.00
Ending Map: Property Strat: Ending Acres: 0.00

GroupBox

Neighborhood: Tax Dist: Subdivision:
Starting: Ending:

Residential Improvement

Grade: 0
YR Built: 0
EFYR Built: 0
Heated Area: 0

Commercial Improvement

Grade: 0
YR Built: 0
EFYR Built: 0

Records Processed:

Print Screen ☒ Clip Sa

WinGAP - Sales Ratio Analysis

	LCI	Actual	UCI
Median	0.3824	0.3882	0.4036
Aggregate	0.3866	0.3948	0.4030
COD	0.0473		
PRD	0.9783		
Number of Samples	36		
Lowest Ratio	0.3118		
Highest Ratio	0.4229		
Min Sample Size	1		
Standard Deviation	0.0490		

100%

View Array

Print Options

☐ Summary
☐ Details

Print Order

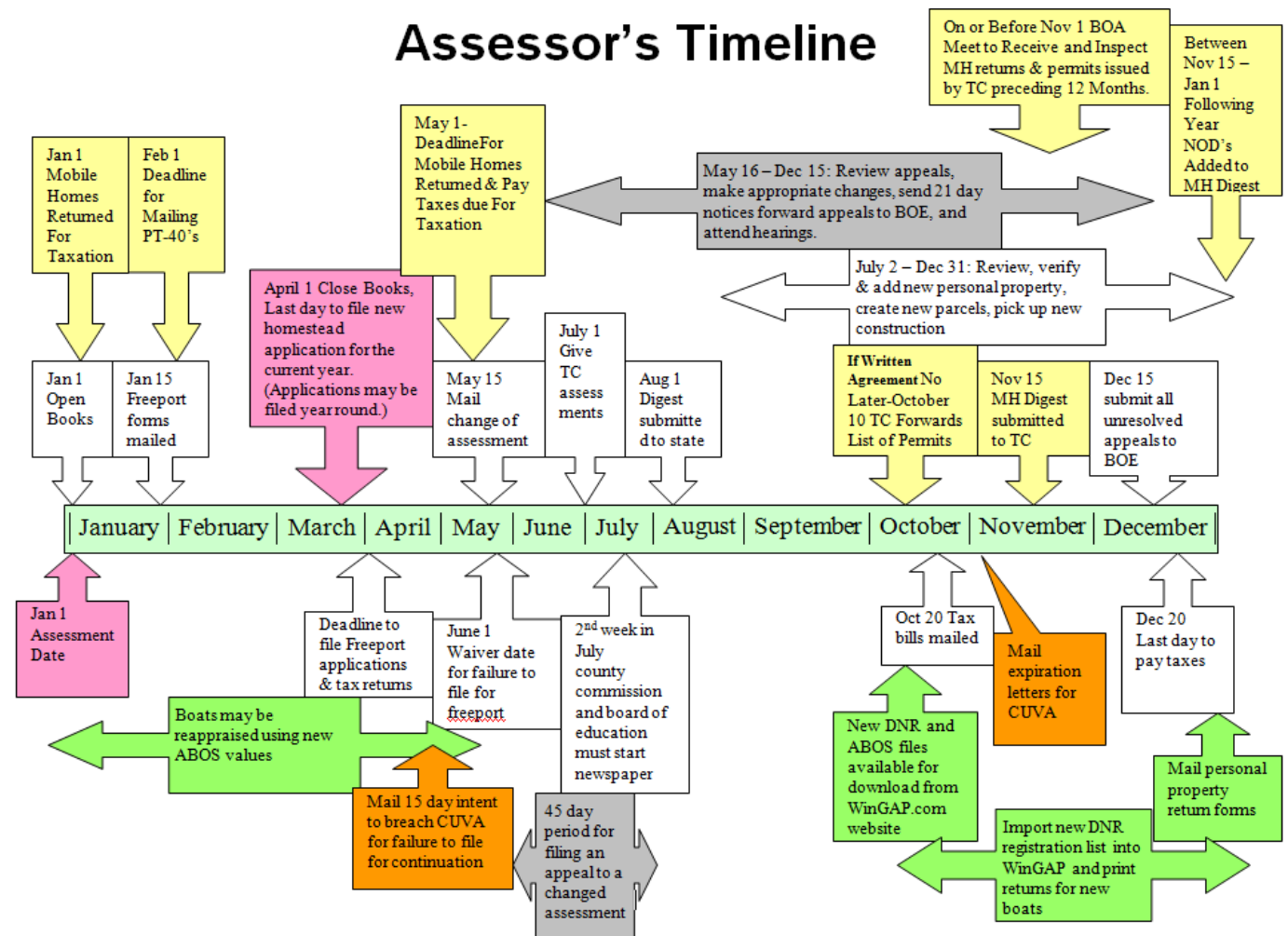
☐ Ratio
☐ Acre
☐ Parcel
☐ Neighborhood
☐ Grantor
☐ Grantee
☐ Sale Class

Print

OK

- b. Take to BOA to be added to the minutes.
- c. This shows the BOA where the county stands on equalization, level of assessment, or bias.

ASSESSORS TIMELINE (BEFORE DIGEST SUBMISSION)



Accepting Yearly Tax Returns

- a. Taxpayer comes in to file a return
 - i. Note that the PT50R (return) may only be printed after performing Year End Cleanup
- b. Print tax return
- c. Taxpayer fills out and signs return
- d. Place tax payers return value in proper field in WinGAP

WinGAP - Real Property General Information - BELTON CHARLES R &

Account Number 17358 Duplicate Notice Tax Abatement

PIN (1) 0001-001-F Tax District 01-County

Alt PIN Asmt Reason Addition To Existing Structure

Street Information

House #	Ext	Dir	Units	Street Name
0				

Type Quad Latitude Longitude Zip Code

Values

Previous	29,475	Edit
Current	50,034	
Return	0	
BOE / YR	0	0

History

2000	29,475
0	0
0	0

PIN History

Edit Information

Data Entry gmhilton Edit History

Review 01/01/1901

Appraiser

Alternate

Comments

DOBBINS B KNOX TRACT 1
MAP*162-22*

Print PRC
Print PRC without Photo
Print PRC with Photo and Large Sketch
Preview PRC
Preview PRC without Photo
Preview PRC with Photo and Large Sketch
PRC Holding Bin
PT50R
Homestead Application
Conservation Use Application
CU Approval Letter
Preferential Application
Change of Assessment Notice
Appeal Form

Delete New Apply OK

PT-50R (12/00)

**TAXPAYER'S RETURN OF REAL PROPERTY
FANNIN COUNTY
TAX YEAR 2006**

08/15/2005

O.C.G.A. Section 48-5-15(a): "All improved and unimproved real property in this state which is subject to taxation shall be returned in person or by mail by the person owning the real property or by his agent or attorney to the tax receiver or tax commissioner of the county where the real property is located." Taxpayer or taxpayer's agent must complete Sections A, B, and C and sign in Section D. To avoid a 10% penalty, file not later than the due date of 04/01/2006.

SECTION A: PROPERTY INFORMATION

MAP & PARCEL IDENTIFICATION 0001 00188A	TAX DISTRICT 01	ACCOUNT NO. 19035	Property is in a covenant, list year covenant first below
DESCRIPTION OF PROPERTY: 7-1 LL303 DB374-169 2.0 ACS			

SECTION B: OWNER INFORMATION

PREVIOUS YEAR INFORMATION		CURRENT YEAR INFORMATION (IF DIFFERENT FROM PREVIOUS YEAR)	
NAME		NAME	
ADDRESS 1		ADDRESS 1	
ADDRESS 2		ADDRESS 2	
ADDRESS 3		ADDRESS 3	
CITY, STATE, ZIP		CITY, STATE, ZIP	
DAYTIME PHONE NO. (Optional)	() -	DAYTIME PHONE NO. (Optional)	

SECTION C: FAIR MARKET VALUE INFORMATION

TYPE OF REAL PROPERTY	ACRES	DESCRIPTION OF IMPROVEMENT	* CLASS / STRATA	PREVIOUS YEAR'S 100% FAIR MARKET VALUE	CURRENT YEAR TAXPAYER 100% STATED FAIR MARKET VALUE
LAND	2.00		R3	0	
LAND	0.00			0	
IMPROVEMENT			R1	68,548	
IMPROVEMENT				0	
IMPROVEMENT				0	
IMPROVEMENT				0	
IMPROVEMENT				0	
IMPROVEMENT				0	
TOTAL	2.00			68,548	
* CLASS REFERENCE: 0-RESIDENTIAL A-AGRICULTURAL C-COMMERCIAL I-INDUSTRIAL STRATA REFERENCE: 1-IMPROVEMENTS 2-LOTS 3-LARGE TRACTS 4-SMALL TRACTS 5-PRODUCTION/STORAGE/AUXILIARY					

SECTION D: TAXPAYER'S OATH

"I do solemnly swear that I have carefully read (or have heard read) and have duly considered the questions propounded in the foregoing tax list, and that the value placed by me on the property returned, as shown by the list is the true market value thereof and I further swear that I returned, for the purpose of being taxed the same, every species of property that I own in my own right or have control of either as agent, executor, administrator, or otherwise; and that in making this return, for the purpose of being taxed the same, I have not attempted either by transferring my property to another or by any other means to evade the laws governing taxation in this state. I do further swear that in making this return I have done so to the best of my ability and to the best of my knowledge and belief."

TAXPAYER OR AGENT'S SIGNATURE _____ DATE _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 2005. TAX RECEIVER OR NOTARY PUBLIC _____

SECTION E: FOR TAX ASSESSORS OFFICE USE ONLY

TOTAL ACRES	TOTAL ASSESSED VALUE	10% PENALTY
-------------	----------------------	-------------

WinGAP - Real Property General Information - BELTON CHARLES R &

<< Top < Prev Next > End >> Account Number 17358 Duplicate ☒ Notice ☐ Tax Abatement

PIN (1) 0001- - 001-F Tax District 01 - County

Alt PIN Asmt Reason Addition To Existing Structure

Street Information

House #	Ext	Dir	Units	Street Name
0				

Type	Quad	Latitude	Longitude	Zip Code

Property Information

LL 303 LD 07 GMD 1 Zoning

Legal : 7-1 LL303 DB69-120 6.55 ACS

Neighborhood MAIN ONE

Lendor Total Acres 6.55

Subdivision

Lot Blk Sec Phse

Exemption Information

Homestead S0 HS App Date / /

Pref YR

CUV YR

Hist YR

Hist Val 0

EZ Yr

EZ Val 0

Floating Homestead

Original 0

Current 0

State HS Val 0

Values

Previous	29,475	Edit
Current	50,034	
Return	50,000	
BOE / YR	0	

History

2000	29,475
0	0

PIN History

Future **

New Owner

Transfer Items

Transfer

Sales (1)

Permits

Appeals

Dup Items

Income

Map It

Documents

Edit Information

Data Entry gmhilton Edit History

Review 01/01/1901

Appraiser

Alternate

Comments

DOBBINS B KNOX TRACT 1
MAP*162-22*

Cancel Delete New Apply OK

The information and values that appear on the Tax Return are a result of a selection on the Preferences screen (Tools >> Preferences). Under the **Other Options** section of the screen, the user can designate whether to print live data or the previous year's data. If the **PT50R = LIVE DATA** box is checked, current year data will be printed on the PT50R. If the County wishes to print previous year data on the PT50R, the box should be unchecked and the information in the pt50r.dbf which is created during Yearend Cleanup will be used.

WinGAP - Preferences

County Information

County Name: ☐ Exempt from Provisions of HB233 for this digest year

Address:

City / State / Zip:

Phone / Ext: Email:
Fax: Web:

Point/Base Costs

Residential	110.00
Commercial	200.00
Commercial Base	1.00
Accessory	100.00

Depreciation Years

Residential	2006
Commercial	1992
MFG Housing	2011
Accessory	2001

Other Options

<input type="checkbox"/> Truncate Values	<input checked="" type="checkbox"/> Auto-Reasons (Real)
<input checked="" type="checkbox"/> Disable Logins	<input type="checkbox"/> Auto-Reasons (Pers)
<input checked="" type="checkbox"/> bBrowser Cost Form	<input checked="" type="checkbox"/> PT50R = LIVE DATA
<input type="checkbox"/> Lock System	<input checked="" type="checkbox"/> COA Auto-Flag
<input type="checkbox"/> Rnd Area Mult to 6 dec.	<input checked="" type="checkbox"/> Hide Comments
<input type="checkbox"/> Attic: Use Max/Min Area	<input type="checkbox"/> Bsmt: Use Max/Min

Special District Description:

Parcel Number Template:

Customize Lendor Label:

Customize Occupancy Label:

Customize Fireplace Label:

Appraisal Year:

Rural Acre Break:

PU Eq Ratio %:

Return Deadline:

Default Startup Directory:

Guest Startup Directory:

Freeport Information is now found in tax district schedule

ABOS Default:

Land Influences:

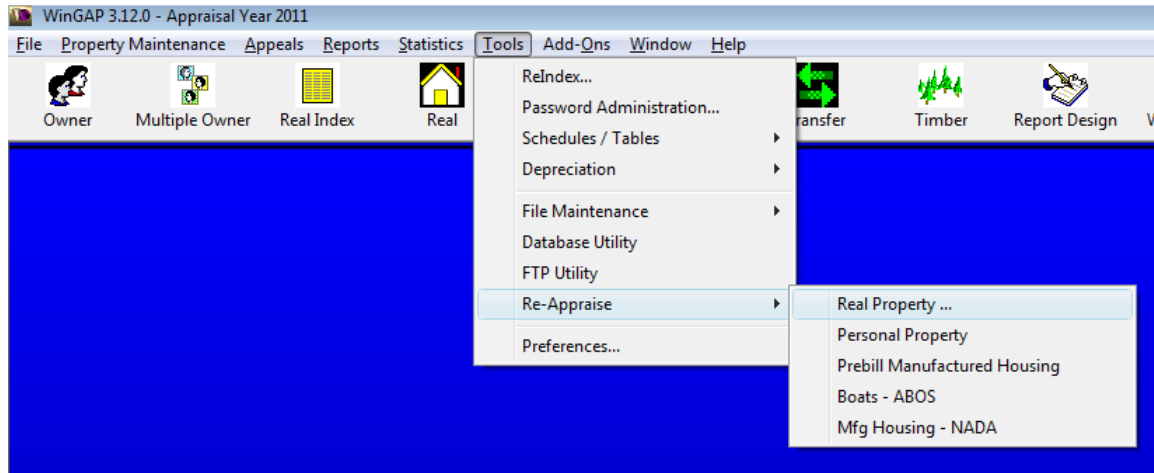
ABOS Yr: 2011

NADA Yr: 2011

Schedule Changes and Reappraise

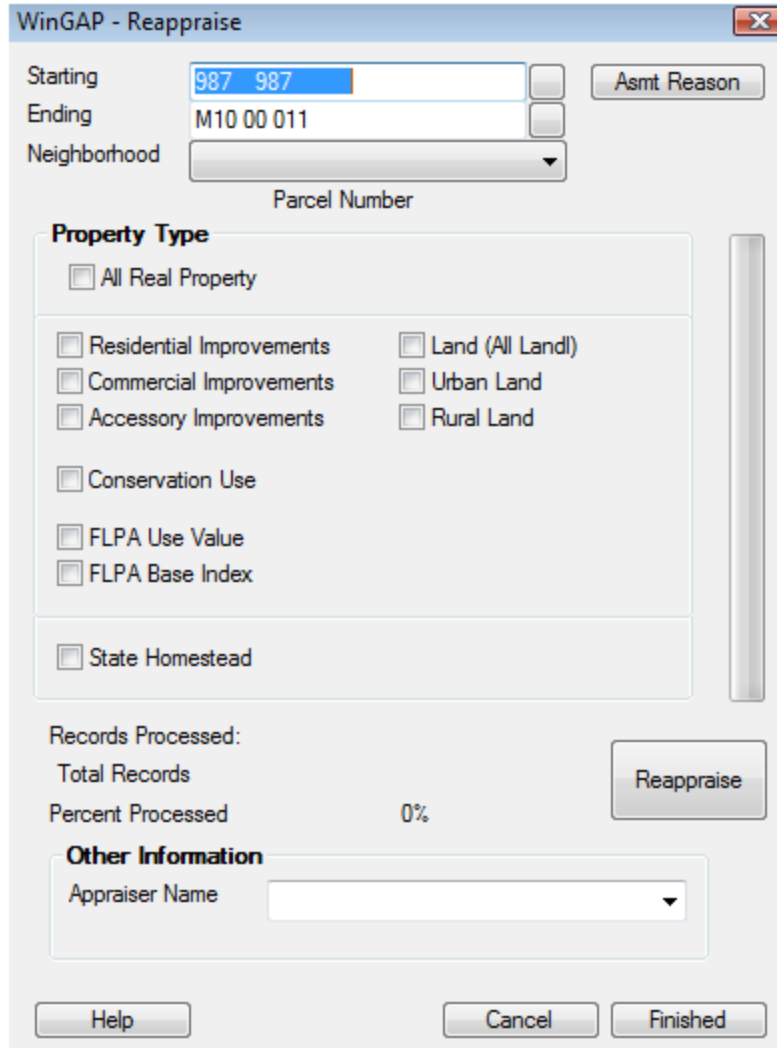
When schedule changes have been made, run reappraise for the property type that is impacted by the schedule modification. Note that it is always a good idea to run reappraise by each property type to ensure that all current values are calculated correctly.

The Re-Appraise option on the Tools Menu is used to access a sub-menu where all types of property in WinGAP can be Reappraised.



- **Real Property**

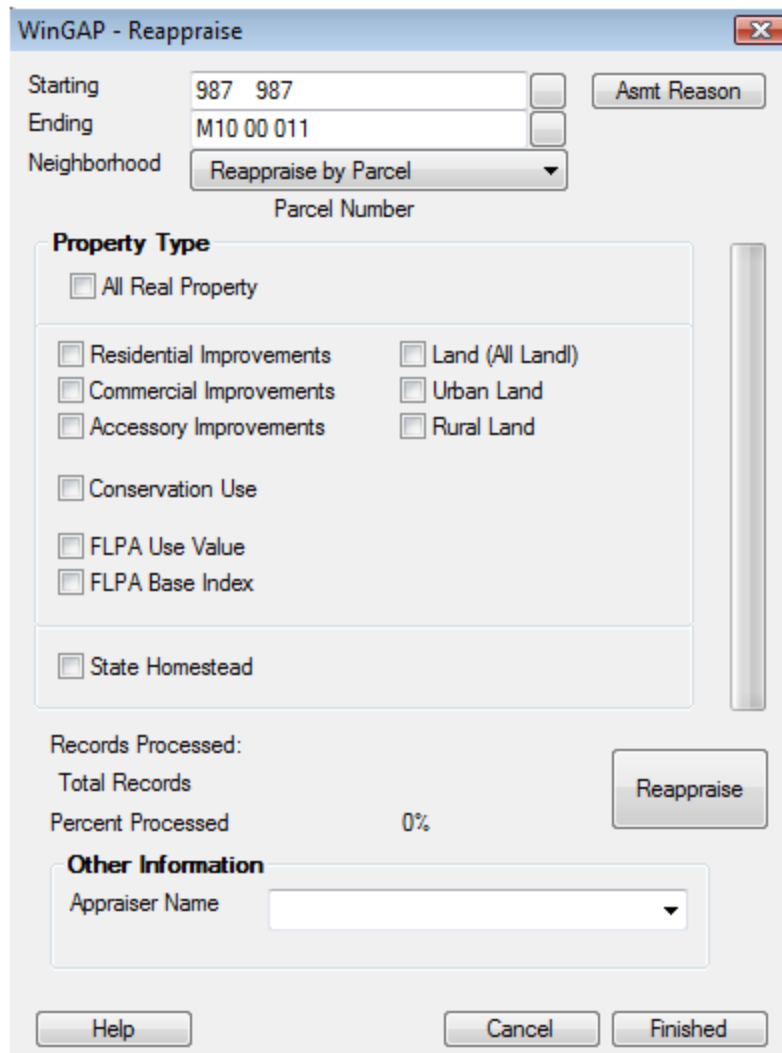
The Real Property option on the Re-Appraise sub-menu allows the Assessors Office to automatically recalculate property values for all Real Property in the County, or selected types of Real Property, due to changes in land tables, point cost, depreciation year, etc. Selecting this option takes the user to the Reappraise Form for Real Property, as seen on the next page.



The image shows a software window titled "WinGAP - Reappraise". It contains several input fields and checkboxes. At the top, there are "Starting" and "Ending" fields with values "987 987" and "M10 00 011" respectively, and a "Neighborhood" dropdown menu. Below these is a "Parcel Number" label. The "Property Type" section contains multiple checkboxes: "All Real Property", "Residential Improvements", "Commercial Improvements", "Accessory Improvements", "Conservation Use", "FLPA Use Value", "FLPA Base Index", "Land (All Land)", "Urban Land", "Rural Land", and "State Homestead". A "Records Processed" section shows "Total Records" and "Percent Processed" (0%). There is a "Reappraise" button. An "Other Information" section has an "Appraiser Name" dropdown. At the bottom are "Help", "Cancel", and "Finished" buttons.

The Reappraise Form for Real Property consists of several combo boxes and check boxes where the user can select which type of Real Property is to be reappraised. A discussion of all the fields on the Reappraise Form follows.

- **Starting:** The Starting combo box allows the user to choose a starting parcel number for those Real Properties that are to be reappraised. The Starting combo box defaults to the first parcel number in the County. The user can click on the combo box to select a different Starting parcel number If desired.
- **Ending:** The Ending combo box allows the user to choose an ending parcel number for those Real Properties that are to be reappraised. The Ending combo box defaults to the last parcel number in the County. The user can click on the combo box to select a different Ending parcel number If desired.
- **Neighborhood:** The Neighborhood combo box allows the user to: 1) reappraise by the parcel number range selected previously; or 2) select a specific Neighborhood to reappraise, regardless of what the parcel number range is. If the Starting and Ending parcel numbers are to be used for the Reappraise process, the Reappraise by Parcel option should be selected in the Neighborhood combo box, as seen on the next page.



The image shows a software dialog box titled "WinGAP - Reappraise". It contains several input fields and checkboxes. At the top, there are fields for "Starting" (987 987) and "Ending" (M10 00 011), each with a small square button to its right. To the right of these is a button labeled "Asmt Reason". Below these is a "Neighborhood" field with a dropdown menu currently showing "Reappraise by Parcel". Underneath the dropdown is the text "Parcel Number". A section titled "Property Type" contains a list of checkboxes: "All Real Property", "Residential Improvements", "Commercial Improvements", "Accessory Improvements", "Conservation Use", "FLPA Use Value", "FLPA Base Index", "Land (All Land)", "Urban Land", "Rural Land", and "State Homestead". Below this section, it says "Records Processed:" followed by "Total Records" and "Percent Processed 0%". To the right of this is a button labeled "Reappraise". Below the progress information is a section titled "Other Information" with a label "Appraiser Name" and a dropdown menu. At the bottom of the dialog are three buttons: "Help", "Cancel", and "Finished".

WinGAP - Reappraise

Starting 987 987

Ending M10 00 011

Neighborhood Reappraise by Parcel

Parcel Number

Property Type

☐ All Real Property

☐ Residential Improvements ☐ Land (All Land)

☐ Commercial Improvements ☐ Urban Land

☐ Accessory Improvements ☐ Rural Land

☐ Conservation Use

☐ FLPA Use Value

☐ FLPA Base Index

☐ State Homestead

Records Processed:

Total Records

Percent Processed 0%

Other Information

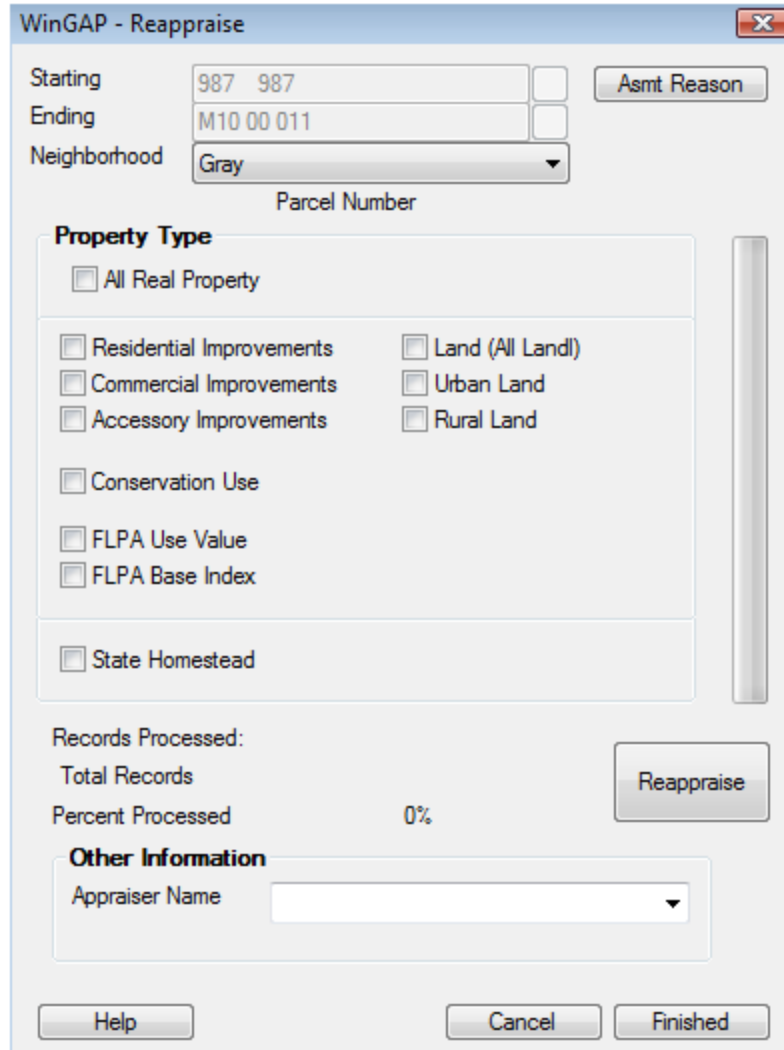
Appraiser Name

Help Cancel Finished

Asmt Reason

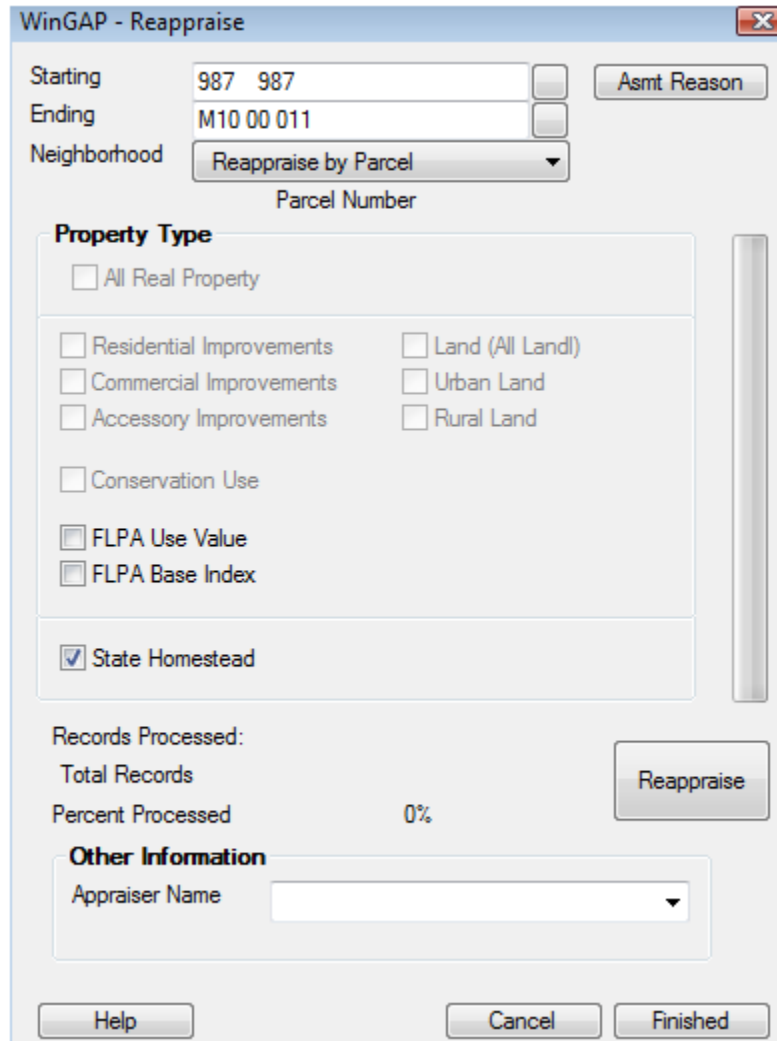
Reappraise

If only one Neighborhood is to be Reappraised, then the desired Neighborhood should be selected in the combo box, as seen on the next page.



The image shows a software window titled "WinGAP - Reappraise". It contains several input fields and checkboxes. At the top, there are fields for "Starting" (987 987), "Ending" (M10 00 011), and "Neighborhood" (Gray). To the right of these is a button labeled "Asmt Reason". Below these fields is a label "Parcel Number". The main section is titled "Property Type" and contains a list of checkboxes: "All Real Property", "Residential Improvements", "Commercial Improvements", "Accessory Improvements", "Conservation Use", "FLPA Use Value", "FLPA Base Index", "Land (All Land)", "Urban Land", "Rural Land", and "State Homestead". Below this section is a "Records Processed" area showing "Total Records" and "Percent Processed" (0%). To the right of this is a button labeled "Reappraise". At the bottom, there is a section titled "Other Information" with a dropdown menu for "Appraiser Name". At the very bottom are three buttons: "Help", "Cancel", and "Finished".

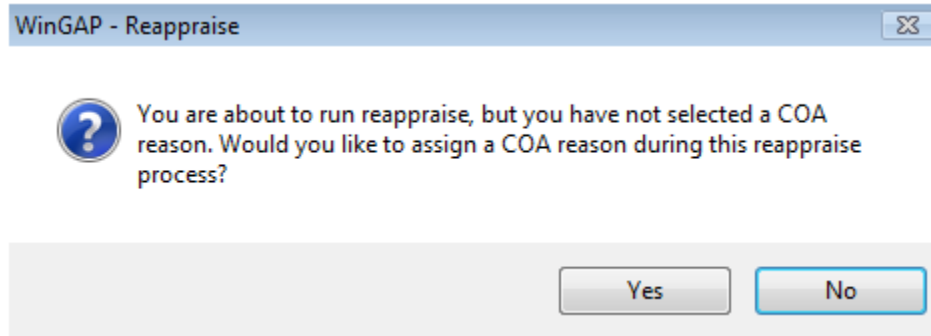
- **Property Type:** The Property Type checkbox section of the Form allows the user to select one or more types of Real Property to reappraise. If All Real Property is selected, then all of the County's Real Property will be reappraised, depending upon the parcel number range or Neighborhood selected previously. If specific types of Real Property are to be reappraised, then the All Real Property checkbox should be left blank, and the checkboxes to the left of Residential Improvements, Commercial Improvements, Accessory Improvements, Land, and Conservation Use should be checked, depending upon the specific type of property to be reappraised. Specific types of Land can be reappraised by placing a checkmark in either Urban or Rural Land.
- **State Homestead:** If a checkmark is placed in the State Homestead checkbox, all other property options on the Reappraise screen will be disabled, as shown on the next page. When the Reappraise button is clicked, the State Homestead 65 & Over exemption value will be recalculated for all parcels that are assigned a State 65 & Over Homestead Code. Parcels not assigned a State 65 & Over Homestead code will have any State Homestead flags removed and the State Homestead value set to zero.



The image shows a software window titled "WinGAP - Reappraise". It contains several input fields and checkboxes. At the top, there are fields for "Starting" (987 987) and "Ending" (M10 00 011), each with a small square button to its right. To the right of these is a button labeled "Asmt Reason". Below these is a "Neighborhood" dropdown menu currently showing "Reappraise by Parcel". Underneath the dropdown is the text "Parcel Number". A section titled "Property Type" contains several checkboxes: "All Real Property", "Residential Improvements", "Commercial Improvements", "Accessory Improvements", "Conservation Use", "FLPA Use Value", "FLPA Base Index", "Land (All Land!)", "Urban Land", "Rural Land", and "State Homestead" (which is checked). Below the "Property Type" section is a "Records Processed:" section with "Total Records" and "Percent Processed" (0%). To the right of this is a "Reappraise" button. At the bottom is an "Other Information" section with an "Appraiser Name" dropdown menu. At the very bottom are three buttons: "Help", "Cancel", and "Finished".

- **Appraiser Name:** The Appraiser Name combo box allows the user to select an appraiser from a list of appraisers or key in another name to be assigned to parcels that are reappraised. The assignment of this name will result in the name being printed on the Assessment Notice as the primary contact.

NOTE: At this point, the user can click the **Reappraise** button to begin the process of recalculating Real Property values. It is recommended, however, that at least one Assessment Reason be selected for any Re-Appraisal. However, if the user elects to Re-Appraise Real Property without assigning an Assessment Reason, a prompt will appear reminding the user of this, as seen on the next page.

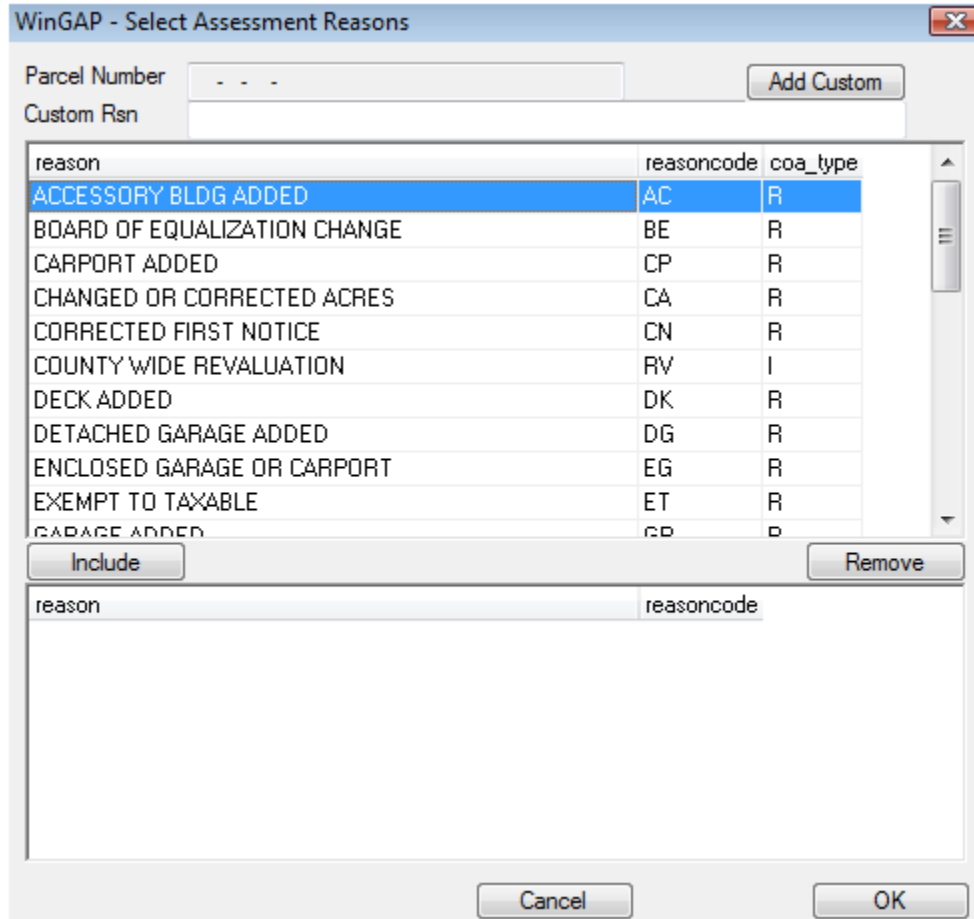


The default No button can be clicked to Reappraise Real Property without assigning any Assessment Reasons. The Yes button can be clicked to return the user to the Re-Appraise Form, where the Asmt Reason button, discussed below, can be clicked to assign an Assessment Reason. The user can also assign an Assessment Reason by clicking the Assmt Reason button prior to clicking the ReAppraise button, discussed next.

Asmt Reason button

The user can assign an Assessment Reason for this reappraisal by clicking the **Asmt Reason** button on the upper right of the Reappraise Form. The Select Assessment Reasons form will appear, next page, and an Assessment Reason for this reappraisal can be chosen from those available in the list by highlighting the desired item and clicking the Include Button. If a special Assessment Reason for this reappraisal is desired, the user can key in the description of the reappraisal in the Custom Rsn field, and then click the **Add Custom** button on the upper right of the Select Assessment Reasons Form to assign this reason to the Reappraisal. This Assessment Reason will be included with any other Assessment Reasons already assigned to the parcels selected for reappraisal and this Assessment Reason will be printed on the Assessment Notice for each parcel. Once the Assessment Reason(s) for this reappraisal have been selected, the user can click the OK Button on the Select Assessment Reasons Form to return to the Reappraise Form.

NOTE: Any Assessment Reason assigned during the reappraise process must be designated as an Inflationary COA Type. WinGAP will not allow the assignment of an Assessment Reason if it is not designated as Inflationary in the reason table. Any Custom Assessment Reason added during reappraise will automatically be designated as Inflationary.

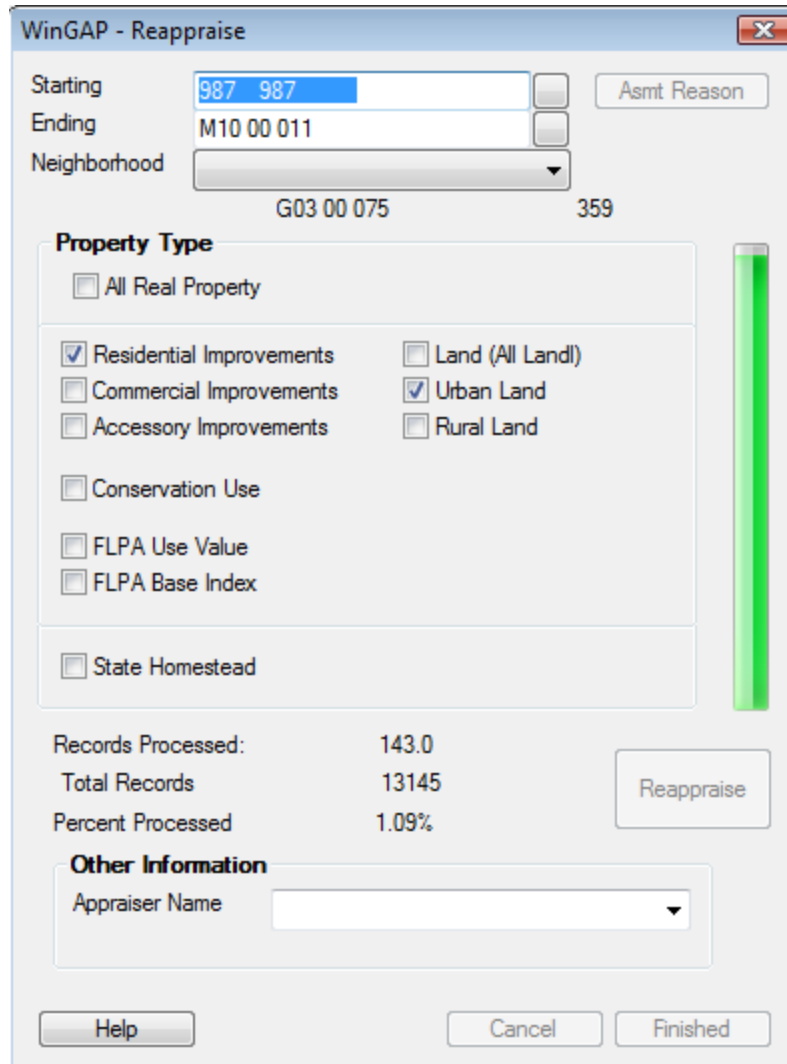


The dialog box titled "WinGAP - Select Assessment Reasons" features a "Parcel Number" field with three dashes and an "Add Custom" button. Below is a "Custom Rsn" field. A table lists assessment reasons with columns for "reason", "reasoncode", and "coa_type". The first row, "ACCESSORY BLDG ADDED", is highlighted. Below the table are "Include" and "Remove" buttons. At the bottom is a larger table with columns "reason" and "reasoncode", which is currently empty. "Cancel" and "OK" buttons are at the bottom right.

reason	reasoncode	coa_type
ACCESSORY BLDG ADDED	AC	R
BOARD OF EQUALIZATION CHANGE	BE	R
CARPORT ADDED	CP	R
CHANGED OR CORRECTED ACRES	CA	R
CORRECTED FIRST NOTICE	CN	R
COUNTY WIDE REVALUATION	RV	I
DECK ADDED	DK	R
DETACHED GARAGE ADDED	DG	R
ENCLOSED GARAGE OR CARPORT	EG	R
EXEMPT TO TAXABLE	ET	R
GARAGE ADDED	GP	R

reason	reasoncode
--------	------------

If the user is unsure whether to perform the Reappraise procedure, the **Cancel** button should be clicked on the Reappraise Form to return to the main WinGAP screen. Otherwise, the **Reappraise** button should be clicked to begin the reappraisal process. As shown on the next page, a process completed bargraph will display, parcel numbers will display on the Form as they are reappraised, and the number of records selected and processed will display. Depending upon the number of Real Property parcels selected for reappraisal, the process could last from less than a minute to a few minutes.

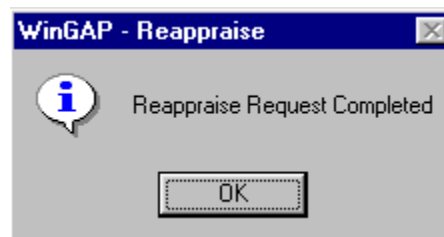


The 'WinGAP - Reappraise' dialog box contains the following elements:

- Starting:** A text field with '987 987' and a small square button to its right.
- Ending:** A text field with 'M10 00 011' and a small square button to its right.
- Neighborhood:** A dropdown menu showing 'G03 00 075' with a small square button to its right.
- Asmt Reason:** A button located to the right of the 'Starting' field.
- Property Type:** A section containing several checkboxes:
 - ☐ All Real Property
 - ☒ Residential Improvements
 - ☐ Commercial Improvements
 - ☐ Accessory Improvements
 - ☐ Conservation Use
 - ☐ FLPA Use Value
 - ☐ FLPA Base Index
 - ☐ Land (All Land)
 - ☒ Urban Land
 - ☐ Rural Land
 - ☐ State Homestead
- Records Processed:** A table showing progress:

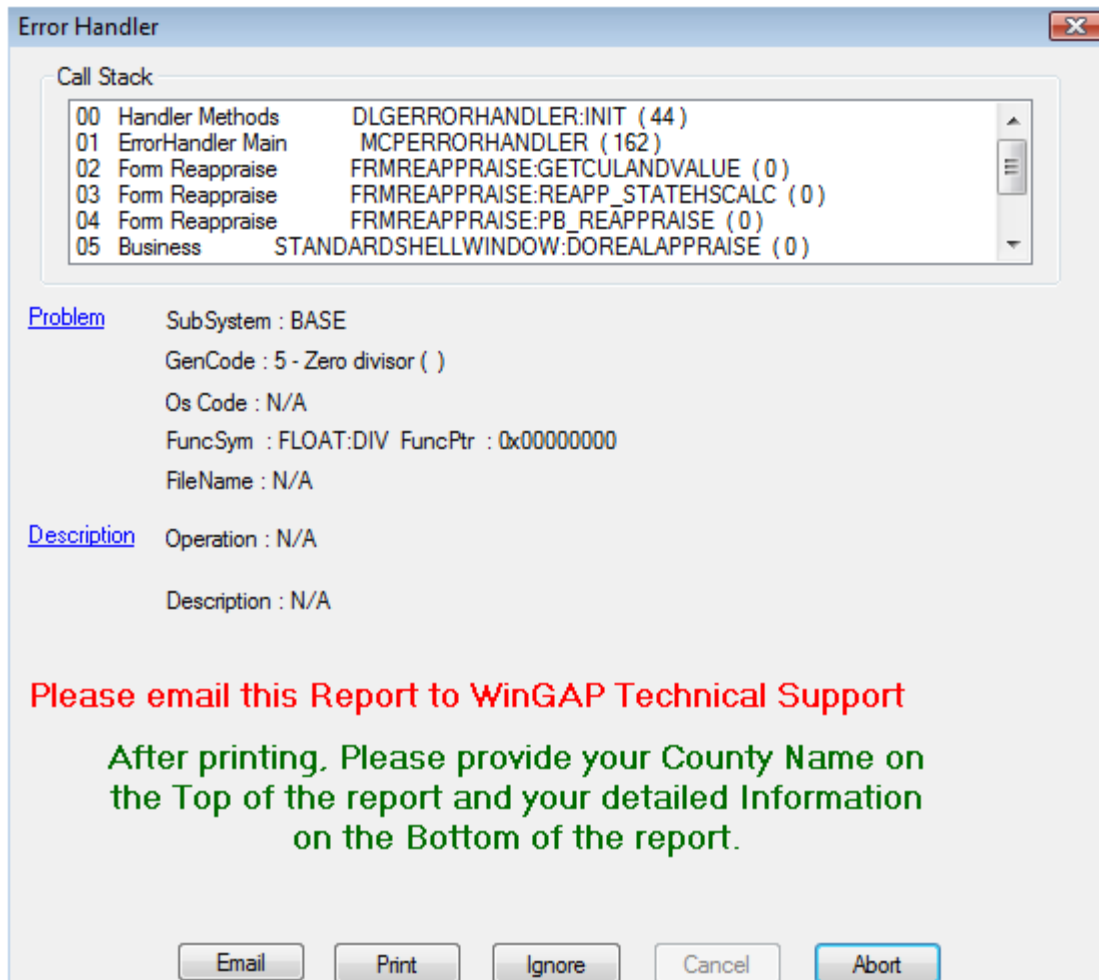
Records Processed:	143.0
Total Records	13145
Percent Processed	1.09%
- Reappraise:** A button located to the right of the progress table.
- Other Information:** A section with a label 'Appraiser Name' and a dropdown menu.
- Buttons:** 'Help', 'Cancel', and 'Finished' buttons at the bottom.

When the reappraisal process is finished a message will appear, as seen below, informing the user of this. The **OK** button should be clicked on this message to return the user to the Reappraise Form, where other types of Real Property can be reappraised or the **Finished** button can be clicked to return the user to the main WinGAP screen.



NOTE: During the Real Property reappraisal process, the user may receive various types of error messages, such as the one shown on the next page. These error messages are usually indicative of data entry problems with a particular parcel or improvement, and some examples of this are discussed on the next page. If an error message is received, the

user should click in the caption bar at the top of the error message, drag the message down the screen until the parcel number is visible on the Reappraise Form, and write the parcel number on a piece of paper. The user can click the Ignore Button on the error message, continue with the reappraise process, and fix the problem after the reappraise process is completed; otherwise, the Abort Button can be clicked to exit WinGAP and fix the problem with the parcel, and run reappraise again. Also, the Data Edits routine, found at **Tools >> File Maintenance >> Data Edits**, should be run prior to running Reappraise, and may prevent some of these error messages from occurring.

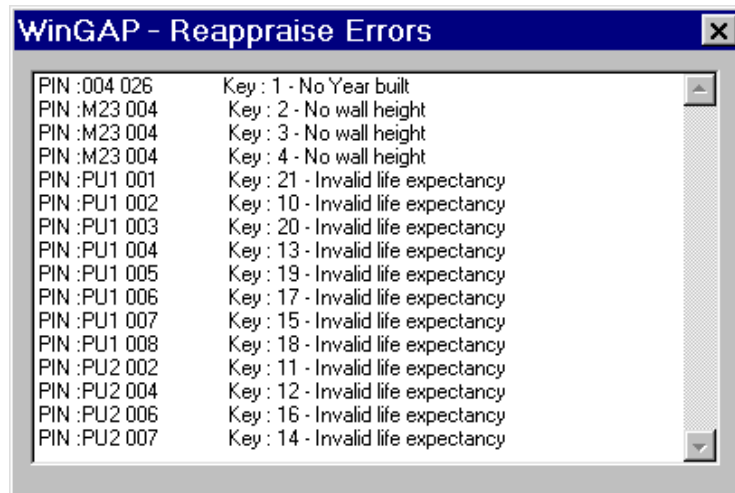


Example One: The above message is typical of an error message received while reappraising Residential Improvements. In this case the improvement did not have either a Grade, Year Built, or Observed Condition entered, and Depreciation could not be calculated. This problem was common with early versions of WinGAP; the user is now required to enter data in these fields before leaving the Residential or Commercial Improvements Forms.

Example Two: Another error may occur if a Residential Improvement is a Non-Prebilled Manufactured Home, and the user has checked the House Pricing checkbox on the

Mobile Homes Form, but has not filled in the required calculation information on the Residential Improvements Form. Again, depreciation cannot be calculated because of the missing data. If the House Pricing checkbox on the Mobile Homes Form is checked, the Residential Improvement information must be entered. If the Mobile Home is to be priced using the Mobile Home Schedules, the House Pricing checkbox should not be checked.

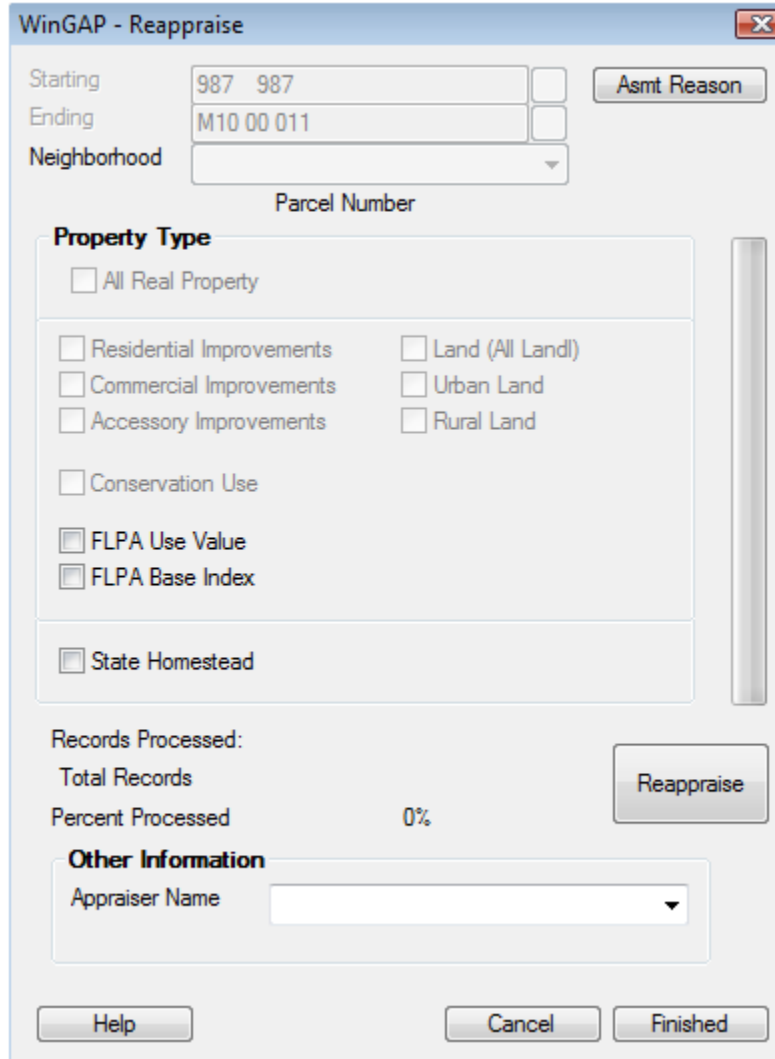
NOTE: Error messages will not be generated when performing a Reappraise of Commercial Improvements. Instead, the user will be presented with a list of Commercial Improvements with absent or invalid data, as seen below.



These errors can be corrected by proceeding to the listed parcels and keying the missing data.

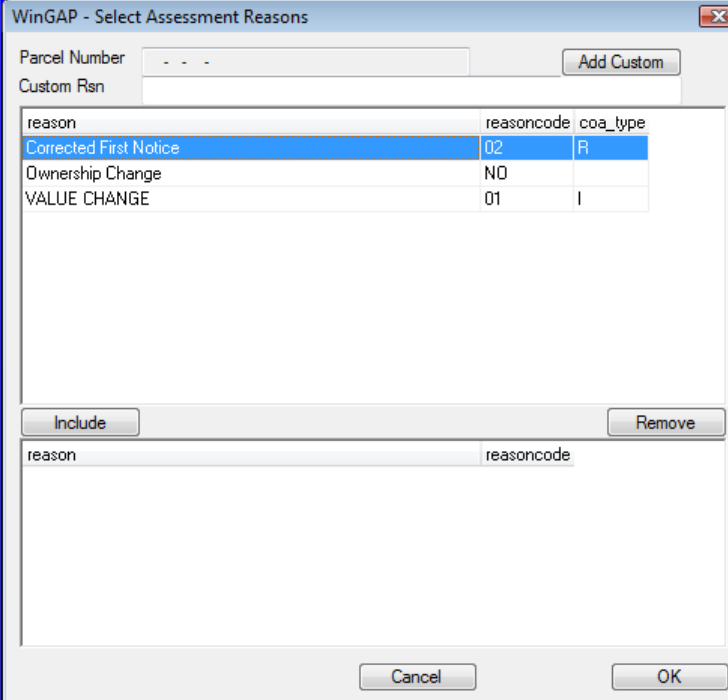
- **Personal Property**

The Personal Property option on the Re-Appraise sub-menu allows the Assessors Office to automatically recalculate machinery, equipment, furniture and fixtures cost item values for all Personal Property accounts. Selecting this option takes the user to the Reappraise Form for Personal Property, as seen on the next page.



The image shows a software window titled "WinGAP - Reappraise". It contains several input fields and checkboxes. At the top, there are fields for "Starting" (987 987), "Ending" (M10 00 011), and "Neighborhood" (a dropdown menu). To the right of these is a button labeled "Asmt Reason". Below these fields is a label "Parcel Number". The main section is titled "Property Type" and contains a list of checkboxes: "All Real Property", "Residential Improvements", "Commercial Improvements", "Accessory Improvements", "Conservation Use", "FLPA Use Value", "FLPA Base Index", "State Homestead", "Land (All Land)", "Urban Land", and "Rural Land". Below this section is a "Records Processed:" area with "Total Records" and "Percent Processed" (0%). To the right of this is a button labeled "Reappraise". At the bottom, there is an "Other Information" section with a dropdown menu for "Appraiser Name". At the very bottom are three buttons: "Help", "Cancel", and "Finished".

The reappraise options that were available for Real Property are not available for Personal Property; ALL Personal Property accounts are reappraised at the same time. However, the user can assign an Appraiser Name by clicking that combo box as well as assign an Assessment Reason for this reappraisal by clicking the **Asmt Reason** button on the upper right of the Reappraise Form. The Select Assessment Reasons Form will appear, next page, and an Assessment Reason for this reappraisal can be chosen from those available in the list by highlighting the desired item and clicking the Include Button. If a special Assessment Reason for this reappraisal is desired, the user can key in the description of the reappraisal in the Custom Rsn field, and then click the **Add Custom** button on the upper right of the Select Assessment Reasons Form to assign this reason to the Reappraisal. This Assessment Reason will be included with any other Assessment Reasons already assigned to the Personal Property accounts selected for reappraisal and this Assessment Reason will be printed on the Assessment Notice for each account. Once the Assessment Reason(s) for this reappraisal have been selected, the user can click the OK Button on the Select Assessment Reasons Form to return to the Reappraise Form.



WinGAP - Select Assessment Reasons

Parcel Number: - - - Add Custom

Custom Rsn:

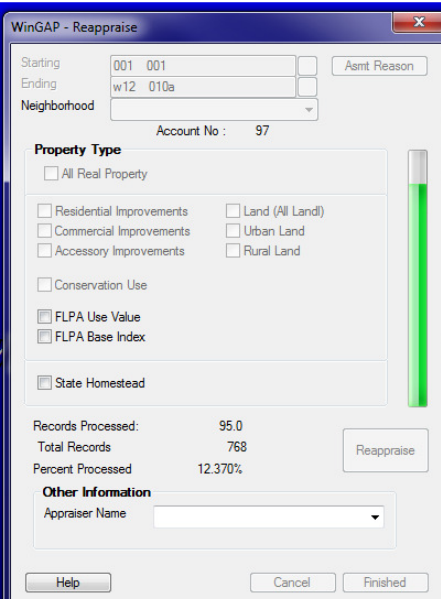
reason	reasoncode	coa_type
Corrected First Notice	02	R
Ownership Change	NO	
VALUE CHANGE	01	I

Include Remove

reason	reasoncode
--------	------------

Cancel OK

If the user is unsure whether to perform the Reappraise procedure, the **Cancel** button should be clicked on the Reappraise Form to return to the main WinGAP screen. Otherwise, the **Reappraise** button should be clicked to begin the reappraisal process. As shown in the image below, a bargraph will display the progress of the process, Personal Property account numbers will display on the Form as they are reappraised, and the number of records selected and processed will display. Depending upon the number of Personal Property accounts in the County, the process could last from less than a minute to a few minutes.



WinGAP - Reappraise

Starting: 001 001 Ending: w12 010a Neighborhood: Account No: 97

Asmt Reason

Property Type

☐ All Real Property

☐ Residential Improvements ☐ Land (All Land)

☐ Commercial Improvements ☐ Urban Land

☐ Accessory Improvements ☐ Rural Land

☐ Conservation Use

☒ FLPA Use Value

☒ FLPA Base Index

☐ State Homestead

Records Processed: 95.0 Total Records: 768 Percent Processed: 12.370%

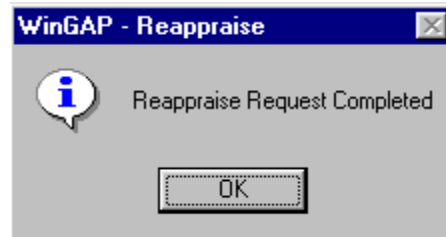
Reappraise

Other Information

Appraiser Name:

Help Cancel Finished

When the reappraisal process is finished a message will appear superimposed over the Reappraise Form informing the user that the process is completed. The **OK** button should be clicked to return the user to the Reappraise Form, where the **Finished** button can be clicked to return the user to the main WinGAP screen.



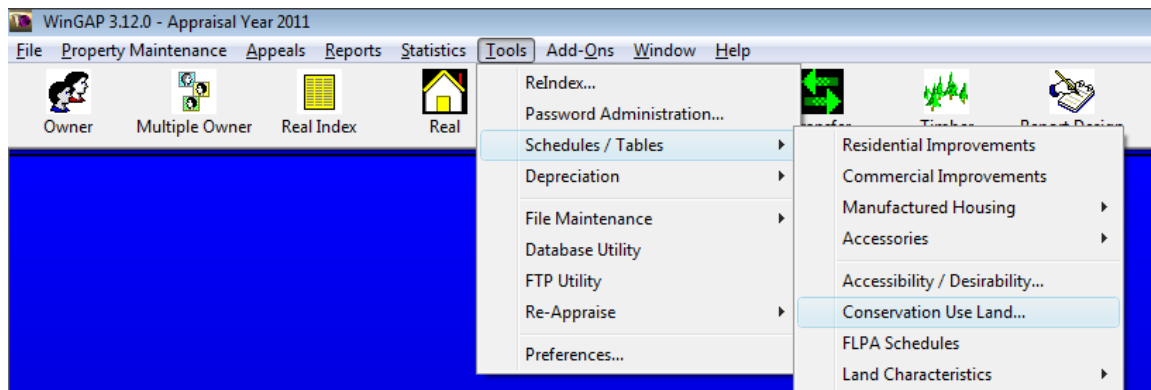
NOTE: During the Personal Property reappraisal process, the user may receive various types of error messages, similar to the one shown above for Real Property. These error messages are usually indicative of data entry problems with a particular account, boat, or aircraft. If an error message is received, the user should click in the caption bar at the top of the error message, drag the message down the screen until the parcel number is visible on the Reappraise Form, and write the account number on a piece of paper. The user can click the Ignore Button on the error message, continue with the reappraise process, and fix the problem after the reappraise process is completed; otherwise, the Abort Button can be clicked to exit WinGAP and fix the problem with the account, and run reappraise again.

Updating Covenant Values (CUV & FLPA)

After January 1, updated values and indices for Conservation Use and Forest Land Protection Act covenants are provided to the county. The updated values come in the form of regulations that have gone through the promulgation process.

The schedules within WinGAP which contain these values should be updated and before digest submission, the Reappraise options for the covenants should be run.

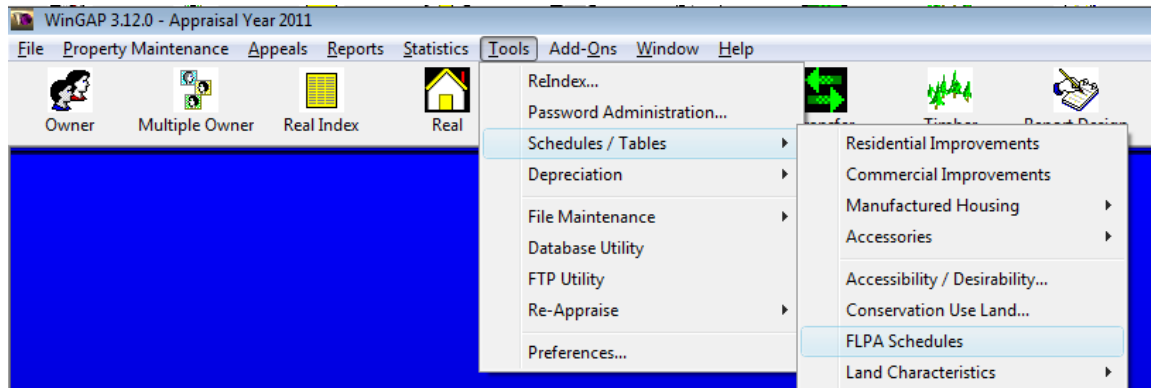
Conservation Use Land



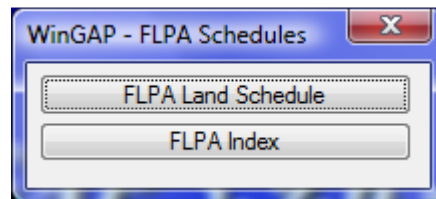
The **Conservation Use Land** option on the **Tools >> Schedules / Tables** menu contains the Conservation Use Land Schedule for the County. This schedule is normally updated once a year using the Conservation Use values provided to the County by the Department of Revenue. The adding of this information is discussed below.

		Productivity Rating								
		1	2	3	4	5	6	7	8	9
1993 Style	Agricultural	481	420	390	357	319	273	226	179	132
	Timberland	436	403	371	340	309	277	245	213	178

The Conservation Use Land Schedule Form shows the per acre Conservation Use Land values for the two land types, Agricultural and Timberland, that make up the 1993 Style of Conservation Use. Both Land Types can have up to nine Productivity Ratings. The Conservation Use Land values provided to the County by the Department of Revenue are keyed into the appropriate Land Type and Productivity Ratings fields, in whole dollars. The Apply or OK Button should be clicked to save the data.

FLPA (Forest Land Protection Act) Schedules

The **FLPA (Forest Land Protection Act) Schedules** option on the **Tools >> Schedules / Tables** menu contains the FLPA Schedules for the County. This schedule is normally updated once a year using the FLPA values provided to the County by the Department of Revenue. Selecting this option will produce the FLPA Schedules sub-menu, as seen below.



The FLPA Land Schedule Form, below, is accessed by clicking on this option on the sub-menu. The Schedule Form, below, shows the per acre FLPA Land values for the single Land Type, Woodland. The Woodland Land Type can have up to nine Productivity Ratings. The FLPA values provided to the County by the Department of Revenue are keyed into the appropriate Productivity Ratings fields, in whole dollars. The Apply or OK Button should be clicked to save the data.

	Productivity Rating								
	1	2	3	4	5	6	7	8	9
FLPA Woodland	839	774	706	643	577	511	445	379	313

Buttons: Help, Cancel, Apply, OK

The second option on the FLPA Schedules sub-menu takes the user to the FLPA Index Form, as seen on the next page. The FLPA Index Form is delivered to the County with the initial FLPA Year Index already set up.

The screenshot shows a Windows-style dialog box titled "Dialog Caption". It contains a list box on the left with two columns: "FLYEAR" and "FLINDEX". The first row in the list box has the values "2009" and "1.000000". To the right of the list box is a form with two input fields labeled "Year" and "Index", which also contain "2009" and "1.000000" respectively. Above the form is a "New" button, and below it is a "Delete" button. At the bottom of the dialog are three buttons: "Cancel", "Apply", and "OK".

A NEW FLPA Index item can be added to the schedule by

- ❑ clicking the New Button at the top of the Form,
- ❑ keying the Index Year and Index number for the new item into these fields,
- ❑ clicking the Apply or OK Button.

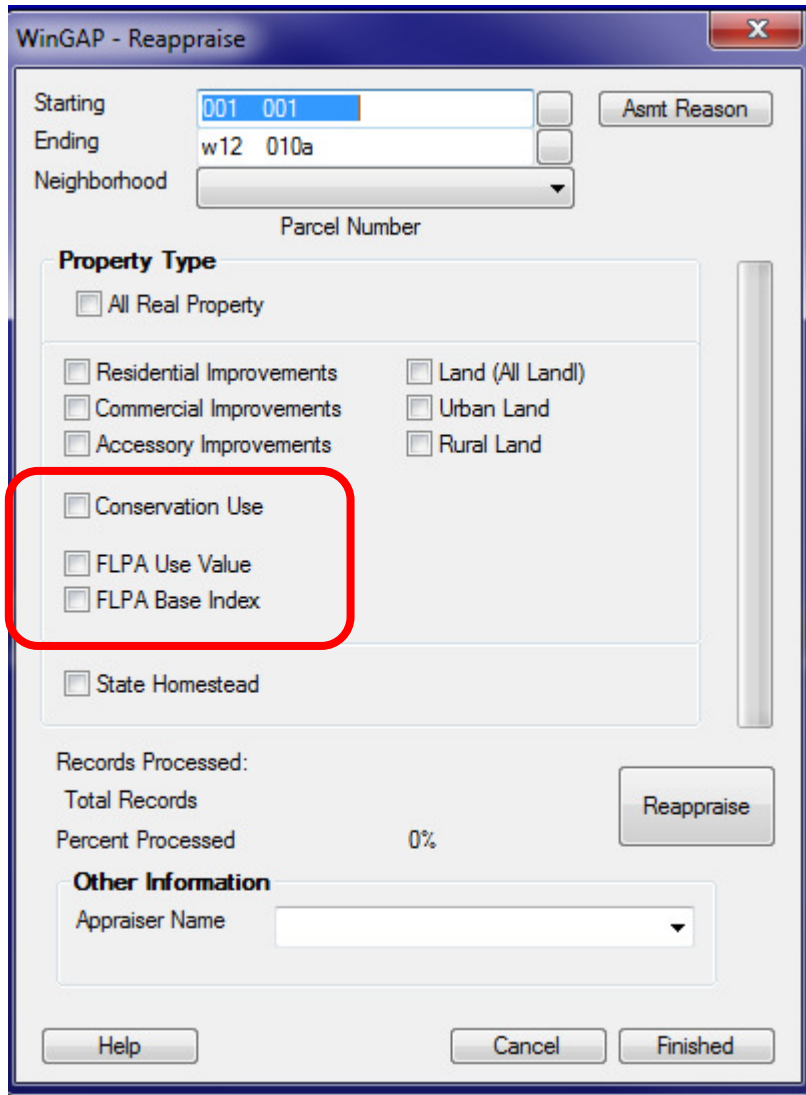
An FLPA Index item is edited by

- clicking on the item in the list box,
- changing the information in the desired field(s),
- clicking the Apply or OK Button.

An FLPA Index item can be deleted from the schedule by clicking on the item in the list box and clicking the Delete Button, which will delete the item from the schedule.

Reappraising Covenant Properties

Updated covenant values and indices can be applied to properties by editing each parcel under a covenant or running Reappraise (Tools >> Reappraise >> Real Property) and selecting the covenant options. It is recommended that each covenant reappraise but run independently, i.e. run only one at a time.



The image shows a Windows-style dialog box titled "WinGAP - Reappraise". It contains several input fields and checkboxes. At the top, there are fields for "Starting" (001 001), "Ending" (w12 010a), and "Neighborhood" (a dropdown menu). To the right of these is a button labeled "Asmt Reason". Below these fields is a label "Parcel Number". The main section is titled "Property Type" and contains a list of checkboxes: "All Real Property", "Residential Improvements", "Commercial Improvements", "Accessory Improvements", "Conservation Use", "FLPA Use Value", "FLPA Base Index", "Land (All Land)", "Urban Land", "Rural Land", and "State Homestead". A red rectangle highlights the "Conservation Use", "FLPA Use Value", and "FLPA Base Index" options. Below this section, there is a "Records Processed:" section with "Total Records" and "Percent Processed" (0%). To the right of this is a button labeled "Reappraise". At the bottom, there is an "Other Information" section with a dropdown menu for "Appraiser Name". At the very bottom are three buttons: "Help", "Cancel", and "Finished".

WinGAP - Reappraise

Starting: 001 001
Ending: w12 010a
Neighborhood: [dropdown]
Parcel Number

Property Type

- ☐ All Real Property
- ☐ Residential Improvements
- ☐ Commercial Improvements
- ☐ Accessory Improvements
- ☐ Conservation Use
- ☐ FLPA Use Value
- ☐ FLPA Base Index
- ☐ Land (All Land)
- ☐ Urban Land
- ☐ Rural Land
- ☐ State Homestead

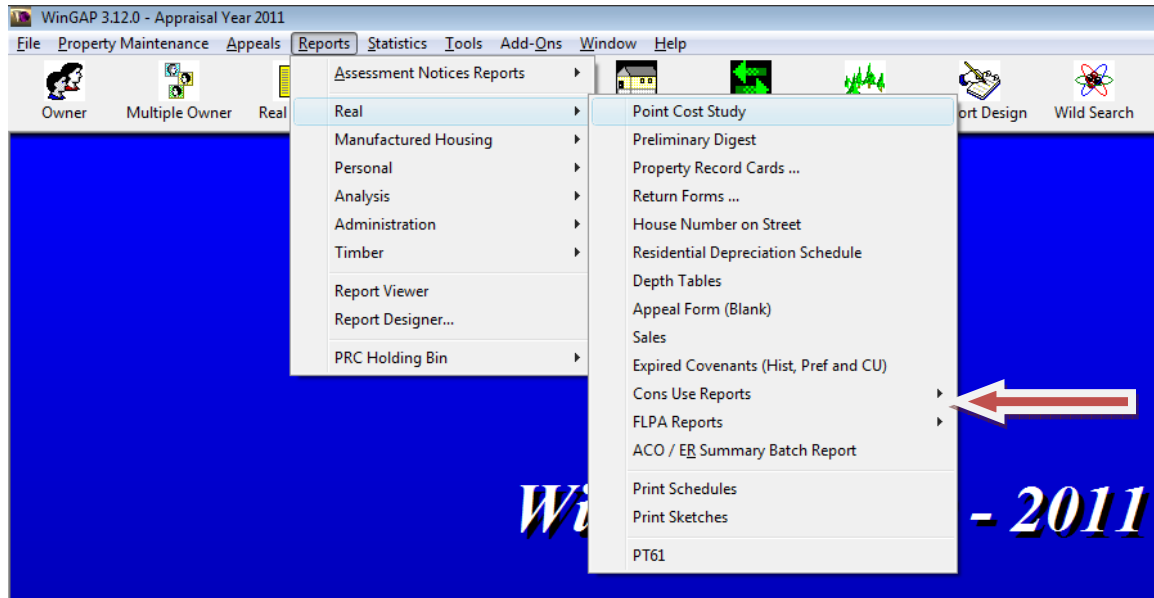
Records Processed:
Total Records
Percent Processed: 0%

Other Information
Appraiser Name: [dropdown]

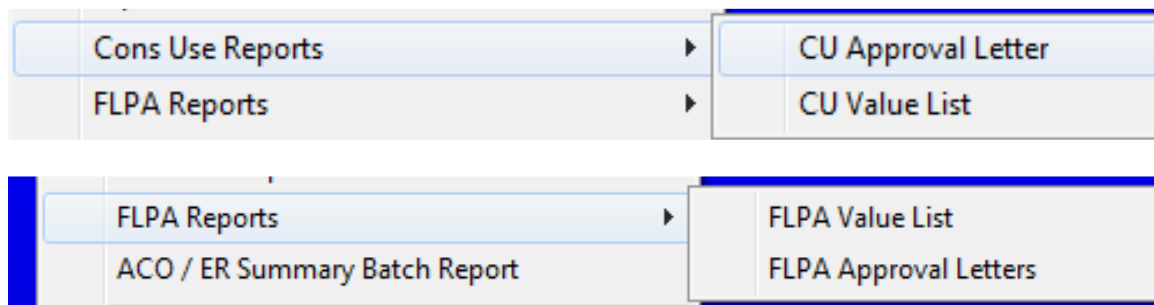
Buttons: Help, Cancel, Finished, Reappraise, Asmt Reason

Covenant Approval Letters & Other Reports

After covenant applications have been approved and the new values applied, approval letters should be printed and mailed to the property owners. The letters for the approvals can be printed from the Reports >> Real menu with the appropriate option (Cons Use Reports or FLPA Reports).



Each option has a submenu from which approval letters, value lists and other reports can be printed.



Using these menu options, Approval Letters will be printed for every parcel where the CU or FLPA covenant year equals the digest year. Following are examples of Approval Letters.

WinGAP - ReportPro Designer - [Preview - C:\Program Files\Wingap\data\2005\CuvApprovalLetterMorgan.RPT]

File Page Window Help

Page 1

1

09/12/05

Fannin County Tax Assessors Office
420 West Main Street Ste 13
Blue Ridge, GA 30513

Digest Year 2003 (706)632-5954

Letter To Taxpayer: This is not a BILL.	Conservation Use Assessment Approved
--	---

ABERCROMBIE GARY LEONARD
572 CUTCANE ROAD
MINERAL BLUFF, GA 30559

(Regulation 560-11-6-.09) You have the right to file an appeal contesting the Board of Assessor's initial determination or subsequent change of the qualifying use of the property, the soil classification of any part or all of the qualified property, the valuation of any qualified improvements, the assessment ratio utilized with regard to the qualified property; as well as with regard to any alleged errors that may have been made by the assessors in the application of the tables and standards of value prescribed by the Commissioner. An appeal, however, may not be made concerning the tables or standards of value prescribed by the Commissioner pursuant to Regulation 560-11-6-.09 to the county Board of Assessors followed by an appeal either to the county Board of Equalization or to Arbitration and in either case, to appeal to Superior Court.

Mailing Date	March 31, 2005	Account Number	4627	Homestead	S0
Tax District	COUNTY	Acres			37.00
Parcel Number	0030 111				
Property Description	8-2 LL198 37.0 ACS	Beginning Covenant Year	2005		

	Current Year FMV Value	Covenant Information	Taxable Amount
100%	74,000	Covenant 100% Value 18,306	100% 18,306
40%	29,600	Covenant 40% Value 7,322	40% 7,322

LETTER TO TAXPAYER

Dear Property Owner;

The Fannin County Board of Tax Assessors, having reviewed the application for the above referenced parcel, has determined the property appears to meet the qualifications for Conservation Use Assessment. This assessment will appear on your tax bill for this year's digest in the form of an exemption.

During the ten (10) year covenant period any change in usage or ownership of the property could cause a breach of the covenant. Please advise us in writing of any changes.

The staff of the Fannin County Tax Assessors office will conduct periodic checks of the property.

Should you have any questions, please call our office and we will be glad to assist you.

Sincerely,

Fannin County Tax Assessors' Office

01/02/2009	Jones County Tax Assessors Office Jones County Government Center P O Box 1359 Gray, GA 31032 (478)986-6300	1
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Update Year: 2009	
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NOTICE: This is not a BILL.	Approval of Forest Land Protection Act Covenant
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DIAL ASSOCIATES A GA GEN S PARTNERSHIP 1920 ROUND OAK JULETTE ROAD JULETTE, GA 31046	Account Number: 10112 Homestead: 50 Covenant #: 2009-054-000001 Acres: 24.013	
--	--	--

Mailing Date: 01/02/2009 Tax District: Unincorporated	Parcel Number: J14 00 036 Property Description: TR 1-46 LL 165,169,154 LD 12 12/205 00254526	Covenant Term: 2009 - 2023
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Current Year FMV Value	Covenant Valuation	Covenant Exemption
100%	Covenant 100% Value	100%
195,400	155,502	6,554
40%	Covenant 40% Value	40%
78,160	75,401	2,756

LETTER TO TAXPAYER

Dear Property Owner:

The Jones Board of Tax Assessors, having reviewed the application for the above referenced parcel, has determined the property meets the qualifications for the Forest Land Protection Act of 2008. The assessment will appear on your tax bill for this year's digest in the form of an exemption.

During the fifteen (15) year covenant period any change in usage or ownership of the property could result in a breach of the covenant. Please advise us in writing of any changes.

The staff of the Jones County Tax Assessors office will conduct periodic checks of the property.

Should you have any questions, please call our office and we will be glad to assist you.

Sincerely,

Jones County Tax Assessors' Office

In addition to Approval Letters on the submenus, options for printing valuation lists for Conservation Use and FLPA covenants are also available. Following are examples of the valuation lists for each covenant.

10/10/2010 10:44:50

CUV List with Values
Ordered by CCY + Map/ Parcel

1

Owner	Map/Parcel	Account Number	Acres	CCY
Moore Dewey B Jr 1224 Appling Harlem Rd Harlem, GA 30814	045 037	3969	12.72	1997
	Current Year FM V Value	Cov 100% Value	Cov Accessories	Taxable Amount
	35,242,790	7,421	0	11,811
Cason Robert W 3021 Cason Dairy Road Warrenton, GA 30828	039 023	1	424.91	1999
	Current Year FM V Value	Cov 100% Value	Cov Accessories	Taxable Amount
	457,180	285,353	37,630	290,503
Abbey Robert Lee 1139 Camak Road Warrenton, GA 30828	039 023A	6307	424.91	1999
	Current Year FM V Value	Cov 100% Value	Cov Accessories	Taxable Amount
	457,180	0	56,100	-13,320
Adams Marcus W 2355 Ridge Rd NE Norwood, GA 30821	045 048	3971	40.00	2001
	Current Year FM V Value	Cov 100% Value	Cov Accessories	Taxable Amount
	55,656	23,706	508	23,706
Wynn Anna Hudson Est C/O Eloise Hudson 207 Hudson St Warrenton, GA 30828	002 001	3882	130.00	2003
	Current Year FM V Value	Cov 100% Value	Cov Accessories	Taxable Amount
	150,400	109,070	0	150,670
Reese BL 2179 Ridge Road Norwood, GA 30821	004 005	14	119.01	2003
	Current Year FM V Value	Cov 100% Value	Cov Accessories	Taxable Amount
	259,894	78,682	0	124,968
Thorne Virgil Box 41 Boneville, GA 30806	011 012	157	67.50	2003
	Current Year FM V Value	Cov 100% Value	Cov Accessories	Taxable Amount
	84,318	36,194	0	41,144
Todd William H	025 015	601	146.00	2003

10/10/2010 10:45:33

FLPA List with Values

1

Ordered by FLCY + Map / Parcel

Owner	Map/Parcel	Account Number	Acres	FLCY	App#
Reese, Betty P Mrs C/O Lawrence Williams P O Box 12 Chestnut Mountain, GA 30502	001 004	4223	135.00	2009	
	Current Year FM V Value	Cov 100% Value	FLPA FMV (100%)	FLPA Exemption	
	236,355	0	0	0	
Culpepper Lumber Co Inc P O Box 218 Dearing, GA 30808	002 002	2	613.89	2009	20091490000
	Current Year FM V Value	Cov 100% Value	FLPA FMV (100%)	FLPA Exemption	
	442,887	351,932	403,326	48,068	
Culpepper Lumber Co Inc P O Box 218 Dearing, GA 30808	002 003	3	115.16	2009	20091490000
	Current Year FM V Value	Cov 100% Value	FLPA FMV (100%)	FLPA Exemption	
	233,927	91,808	0	58,341	
International Paper 101 Test St Lake Worth, FL 33467	003 003	9	176.82	2009	20091490000
	Current Year FM V Value	Cov 100% Value	FLPA FMV (100%)	FLPA Exemption	
	317,806	152,802	152,802	160,613	
Sustainable Forests Llc Po Box 1310 Thomson, GA 30824	005 003	47	525.24	2009	
	Current Year FM V Value	Cov 100% Value	FLPA FMV (100%)	FLPA Exemption	
	937,176	0	0	0	
Georgia Pacific Corp Attn Property Tax Dept 133 Peachtree St Ne P O Box 105605 Atlanta, GA 30348	005 004	48	154.54	2009	20091490000
	Current Year FM V Value	Cov 100% Value	FLPA FMV (100%)	FLPA Exemption	
	301,153	102,350	102,350	198,803	
Georgia Pacific Corp Attn Property Tax Dept 133 Peachtree St Ne P O Box 105605 Atlanta, GA 30348	005 007	51	265.00	2009	20091490000
	Current Year FM V Value	Cov 100% Value	FLPA FMV (100%)	FLPA Exemption	
	436,762	0	436,700	436,762	
Georgia Pacific Corp Attn Property Tax Dept 133 Peachtree St Ne P O Box 105605 Atlanta, GA 30348	005 008	52	355.30	2009	20091490000
	Current Year FM V Value	Cov 100% Value	FLPA FMV (100%)	FLPA Exemption	
	671,140	250,615	671,100	420,525	
Georgia Pacific Corp Attn Property Tax Dept 133 Peachtree St Ne	005 017	61	23.00	2009	20091490000
	Current Year FM V Value	Cov 100% Value	FLPA FMV (100%)	FLPA Exemption	

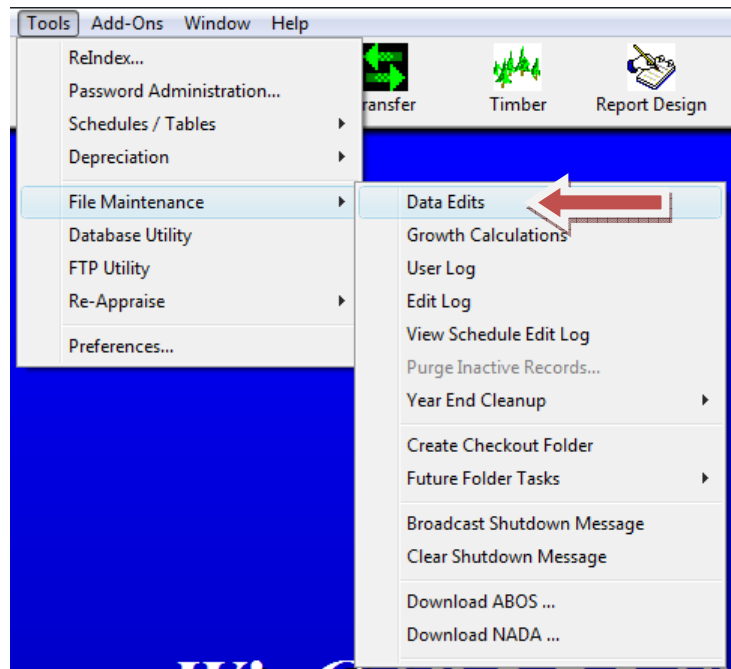
Preliminary Assessment Notice Work

Data Edits

The **Data Edits** menu option provides the WinGAP Administrator with a means of checking data integrity prior to sending assessment notices, running digest exports or at any time such a check is desired. Before the Data Edits routine can be run the data_edits.exe must be present in the WinGAP folder and the data_edits.rpt file must be present in the appraisal year where the edits are being run.

NOTE: The user may receive a FoxPro error message concerning missing FoxPro libraries when attempting to run Data Edits. This is normally due to FoxPro run-time module not being set up properly. The user can correct this problem by running NetSetup. See the section entitled Running NetSetup, at the conclusion of Data Edits, for these procedures.

Selecting the **Data Edits** option on the **Tools >> File Maintenance** menu presents the user with the option of which edits to run, as shown on the next page.



ESC = Quit

Run All Edits(A)

Select Edits (S)

MAV Edits (M) or

Class/Strat Locator(C)?

Please Note!!!

Running "All Edits" and "MAV Edits" require that all users be out of WinGAP

"Select Edits" options with a ** also require that all users be out of WinGAP

IMPORTANT: As the message on the Data Edits window indicates, all users should be out of WinGAP when running certain edits, All Edits, MAV Edits and any individual edits marked with a **.

All Data Edits

If the user keys an "A", All of the Data Edits will run, and at the conclusion of the routine, the user will be presented a preview of the Data Edits report, discussed later.

The following checks and edits are made during the **All Data Edits** routine:

- A. Childless Edits
 - i. Owners w/o property
 - ii. Parcels w/o property items (land, res imp, comm imp, accessories)
 - iii. Res imp w/ mh occupancy and no mobile home record
 - iv. Comm imp w/ extra feature value but no extra features
 - v. Personal Prop Accts w/o property items (cost, boats, etc)
- B. Current Value Checks
 - i. Parcels/Accts where the sum of items does not equal current value (current value is corrected in such situations)
- C. Orphan Record Edits
 - i. Orphaned records (records that do not have a parent, i.e. parcels with no owner, res imp not attached to a parcel, etc)
- D. Zero Value Checks
 - i. Property with zero value, including Prebilled Manufactured Housing
- E. Min-Max Values Edit
 - i. All properties that exceed user specified min and max values
- F. Homestead Edits
 - i. Homesteaded parcels w/o improvements

- ii.* Frozen and Removed Homesteaded Parcels
 - iii.* Various Other Homestead Edits
- G.** Missing Digest Codes
 - i.* Properties w/ missing digest codes
- H.** CUV Edits
 - i.* Conservation Use Covenant issues
 - ii.* Conservation Use Acre / Market Acre comparison
 - iii.* Conservation Use Accessory comparison
- I.** Pref Edits
 - i.* Preferential Covenant issues
 - ii.* Preferential Covenant Change In Ownership
- J.** FLPA Edits
 - i.* Expired or Expiring FLPA Covenants
 - ii.* Digest Class = J But no FLPA Covenant Year
 - iii.* Digest Class <> J but FLPA Covenant Year is Assigned
 - iv.* FLPA Covenant with No 2008 Base Value
 - v.* FLPA Covenant with No Application Number
 - vi.* FLPA Base Value <> Parcel Acres * 2008 Per Acre Value
 - vii.* FLPA Covenant without a Covenant History Record
 - viii.* FLPA Covenant Acres do not match Parcel Acres
 - ix.* FLPA Covenant with No Current Covenant Value
 - x.* FLPA Covenant with No Unadjusted Covenant Value
 - xi.* FLPA Covenant Beginning History Date does not match Covenant Year
 - xii.* FLPA Covenant Original History Date does not match Covenant Year
 - xiii.* FLPA Covenant History Year is Zero
 - xiv.* FLPA Covenant History Value is Zero
 - xv.* FLPA Covenant 3% Value Change Limit Exceeded
 - xvi.* FLPA History record but No Parent Parcel record
 - xvii.* FLPA audit file
- K.** Freeport Edits
 - i.* Freeport Exemption data problems
- L.** Mobile Home Edits
 - i.* Mfg Housing data problems
 - ii.* Mfg Housing class assignments
 - iii.* Life Expectancy Assignments for Mfg Housing
 - iv.* NADA Valid Widths
- M.** Missing COA Reasons
 - i.* Change of Assessment Reason assignments
 - ii.* Parcels and Personal Property Accounts that have a value difference but no COA Reason/Not Flagged for Notice
- N.** Land Edits
 - i.* Land Type/Class Validation
- O.** Accessory Edits
 - i.* Invalid component numbers

- P. Personal No PT50 Edit
- Q. Tax District Check
 - i. Invalid Tax Districts
- R. Sketch Labels
 - i. Sketch Edits
- S. Property Components
 - i. Commercial Improvement Data Validation
- T. List SB346 Sales
 - i. List of SB346 sales
 - ii. Check for missed SB346 sales
 - iii. Check for invalid SB346 sales

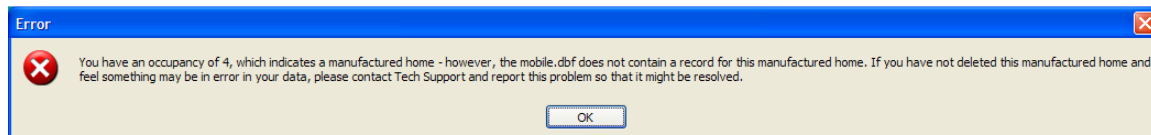
Following is additional information with regard to the edits being performed.

A. Owners w/o Property – These are owners that have no real, personal or prebilled mfg housing accounts assigned to them. There is no harm in leaving these records in WinGAP except for the confusion that may result from having owner information that does not relate to any property type. Owners without property can be removed from the system by:

1. Performing an Owner Search and locating the owner on the report
2. Confirm that the selected owner has no property assigned (check the Assessment Info and Value section of the screen for numbers and values greater than zero)
3. If the non-existence of property is confirmed, click the Delete button
4. Key the password which is **delete**
5. Repeat steps 1 – 4 until all owners are removed

B. Parcel w/o property items – Parcels included in this section of the report have no property components such as land, residential improvements, commercial improvements, accessories, etc. assigned to them. These parcels should be reviewed and deleted if they were entered in error. The user should also check to see if the owner of a parcel without property has any more property assigned to him/her. If no other property has been assigned, the owner may also be deleted in the manner described above for “owners w/o property.”

C. Residential improvements with mfg housing occupancy and no mobile home record – On rare occasions the user may receive the following error message when accessing residential improvements:



The message states that: **You have an occupancy of 4, which indicates a manufactured home – however, the mobile.dbf does not contain a record the manufactured home. If you have not deleted the manufactured home and fee**

something may be in error in your data, please contact Tech Support and report the problem so that it may be resolved.

Residential improvements that appear on in this section of the Data Edits report will produce the above error message. If the mfg home was deleted and the residential improvement was not removed but should have been, the user can correct the problem in the following manner.

1. Using the improvement key, proceed to the improvement (the improvement in question may not be the first residential improvement that appears.)
2. Change the occupancy to an occupancy other than Mobile Homes and delete the improvement or add the missing mfg housing information.
3. If the improvement cannot be accessed, contact Tech Support

D. Commercial improvements with extra feature value but no extra features – These commercial improvements would be improvements that have an extra feature value in the commercial improvement record and consequently included in the commercial building value but there are no extra features present. The user should confirm that the extra features should have been removed and when the commercial improvement is edited the extra feature value will be set to zero. If the extra features should be present, they will need to be added to the improvement.

E. Personal property accounts without property items - Accounts included in this section of the report have no property components such as inventory, machinery & equipment, boats, etc. assigned to them. These accounts should be reviewed and deleted if they were entered in error. The user should also check to see if the owner of an account without property has any more property assigned to him/her. If no other property has been assigned, the owner may also be deleted in the manner described above for “owners w/o property.”

F. Parcels/Accounts where the sum of the items does not equal current value – On occasions, due to errors/aborts or work in FoxPro, a parcel or personal property account’s current value may not equal the sum of the property components. Such situations are listed within this section of the Data Edits report. The Data Edits routine corrects the current value by setting it to the sum of the property components but the parcels/accounts are brought to the attention of the user. **All edits are critical but this edit is especially critical before the printing of Change of Assessment Notices.** The current value is printed on the notice and it is imperative that it is correct.

G. Orphaned records – Orphaned records are parcels that do not have an owner, residential improvements that do not have a parcel assigned to them, boats that do not have an account, etc. Orphaned records may occur as a result of errant data management routines, by issues within WinGAP or hardware malfunction. Orphaned records should be a rarity. However, if any orphaned records should exist Data Edits will report them and also remove them from the system.

H. Property with zero value – The routine identifies all property (real, personal, prebilled and non-prebilled mfg housing) that has a zero value. A property is determined to have a zero value when both the calculated value and the override value are zero. In some cases, this could be legitimate. However, in most situations the zero value is a result of a data entry error. Some examples of data entry error are a grade of 0, obsolescence and depreciation factors of 0, etc. On some occasions, zero values could be the result of problems in schedules where the appraiser has entered a unit value or factor that results in a zero calculated value. Zero valued property components are ignored during the "zero-value" edit if the term "no value" (upper, lower, or proper case) appears anywhere in the Comments.

I. Properties that exceed user specified max and min values – This section of the Data Edits routine allows the user to specify a maximum legitimate value and a minimum legitimate value for each property type. The routine will then check for property that exceeds that maximum value and property that is greater than zero but is less than the minimum value. The goal is to identify properties that have extremely high values or extremely low values. These properties can then be reviewed for accuracy.

The max and min values are entered on the screen as shown below:

The screenshot shows a Microsoft Visual FoxPro window with a menu bar (File, Edit, Window, Help) and a form titled "ESC = Cancel Edit". The form contains six input fields for specifying minimum and maximum values for different property types. The values entered are as follows:

Property Type	Min Value	Max Value
Min Land Value	500	1,000,000
Min Res Imp Value	1,000	750,000
Min Comm Imp Value	5,000	5,000,000

The max and min values are saved in a table and presented to the user the next time the routine is run. If desired, the user may skip the max-min edit routine by press ESC.

J. Homesteaded parcels without improvements – The parcels reported during this portion of Data Edits are those that have a homestead code other than S0 or blank but do not have a residential improvement. In some situations, a homestead maybe assigned to a parcel with a commercial improvement or perhaps even an accessory improvement but these are exceptions and will be reported as potential errors by the edit.

K. Properties with missing digest codes – Parcels and property items with missing or invalid digest codes are reported by this edit routine. The digest classification and digest stratification are checked independently and if either digest code is blank or invalid, the property will be listed. The routine does not check for an invalid mix of codes such as a digest class of Commercial (C) assigned to an improvement with Conservation Use (V) classed land or a Residential improvement (R) placed on Agricultural classed (A) land.

L. Conservation Use Covenant Issues – Parcels with Conservation Use covenants or parcels with data indicating a Conservation Use covenant are reviewed and the following issues are reported when found:

- 1) Conservation Use covenant has expired
- 2) No current year Conservation Use value is present for the covenant
- 3) The 3% annual limit for covenant value change has been exceeded
- 4) The 34.39% term limit for covenant value change has been exceeded
- 5) The existence of a covenant year but no other conservation use data
- 6) Orphaned Conservation Use records
- 7) Existence of Conservation Use history but no assignment of a Conservation Use Year
- 8) Existence of a Conservation Use Year but an incorrect digest class (digest class must be a V, W or T)
- 9) Conservation Use value exceeds the Fair Market Value of parcels
- 10) Sum of Conservation Use land value and Conservation Use accessory value does not equal the Unadjusted Conservation Use value
- 11) A comparison with previous year conservation use data is performed if the user wishes to do so and the following issues are checked and listed:
 - a. Ownership changes
 - b. Acreage modifications

M. Preferential Covenant Issues - Parcels under a Preferential Covenant are reviewed and the following issues are reported when found:

- 1) An expired Preferential Covenant
- 2) Existence of a Preferential Covenant but no Preferential land value
- 3) Absence of a Preferential Year when a Preferential land value is present
- 4) Sum of the value of accessories with a “P” digest class exceeds \$100,000
- 5) Existence of a Preferential accessory but no Preferential land value

N. Freeport Edits – Personal Property accounts with Freeport Exemption data are checked for the following:

- 1) A Gross Freeport Value that exceeds 0 and a Net Freeport Value that is equal to 0
- 2) A Freeport Return Year and is not equal to the Digest Return Year
- 3) Existence of a Freeport Value on the account and a Net Freeport Value equal to 0

O. Mfg Housing Edits – The following checks are performed during the Data Edits routine on Manufactured Housing data;

- 1) Invalid class assignment to a mfg housing record (EX, VG, GD, AV, FR and LC are the valid classes)
- 2) Class assignment to a mfg home does not match the class assignment in the Mfg/Model table

P. Change of Assessment Reason Edits – Real property and personal property accounts are checked for the existence of a notice flag and no COA reason or the existence of a COA reason (excluding the reason code NN – No Notice) and no notice flag.

Q. Parcels and Personal Property Accounts that have a value difference but no COA Reason/Not Flagged for Notice – Real property and personal property accounts that have a value difference but no COA reason or the existence of a COA reason (excluding the reason code NN – No Notice) and no notice flag are checked.

R. Mfg Housing Class Assignments – The Class assignment made to a mobile home record is compared to the assignment in the Mfg Housing table and reported when the two are not the same.

S. Life Expectancy Assignments – Life Expectancy assignments made to Mobile Home records are compared to Life Expectancy for the Mfg/Model entry in the Mfg Housing table and reported when the two are not the same.

T. Land Type/Class Validation – Land Types and Classes are validated against the Rural Land schedule and reported when they are not found in the table.

U. Zero Value Prebilled Mfg Housing – Prebilled Manufactured Housing that have no box value will be listed.

V. Frozen and Removed Homesteads – Parcels will be checked for the removal of a homestead with no name change, and removal regardless of a name change.

W. No PT50 Accounts – Accounts flagged for no printing of a PT50 with an owner account value greater than 7500 will be listed for confirmation of the flag.

X. Various Other Homestead Edits – Homestead edits have been added that check for various scenarios related to State 65 and Over Homestead Exemptions.

- 1) The tax district/homestead exemption code combination not being found in the Homestead table. This will be regarded as an Invalid Tax Dist + Homestead Code.
- 2) State Homestead value on a parcel that does not have a State 65 & Over Homestead code
- 3) State Homestead flag on a Residential Improvement, Commercial Improvement or Accessory when the parcel has a non-State Homestead code
- 4) A State Homestead value of zero on a parcel with a State Homestead code
- 5) A State Homestead code but no improvements flagged for State Homestead

- 6) A parcel where the State Homestead value does not equal the sum of the parcel components (land and improvements) eligible for State Homestead

Y. Preferential Covenant Change In Ownership – Checks for any changes in ownership of Preferential Covenants

Z. Conservation Use Acre / Market Acre Comparison – Compares the Conservation Use acres to the Market acres on a parcel and when the two are not equal the parcel will be placed on the Data Edits report

AA. Conservation Use Accessory Comparison – If an Accessory Improvement classified as Conservation Use is found on a non - Conservation Use parcel, the Accessory Improvement will be listed on the Data Edits report.

BB. Invalid Tax Districts – Checks for invalid Tax Districts in Real and Personal Property and Prebilled Manufactured Housing.

CC. Sketch Edits – Labels assigned to sketch records will be checked for validity with regard to schedules. Also, mismatches between the label assigned to a sketch and the label stored in the wgskech.implabel field will be reported.

DD. Commercial Improvement Data Validation – Commercial Improvements will be checked for invalid or missing Used As / Built As Codes, Wall Height, Construction Type, Life Expectancy, and Year Built / Effective Year Built data.

EE. Preferential Digest Class/Improvement/Covenant – Improvements with a Preferential Digest Class will be checked to make sure they are located on Parcels that have a Preferential Covenant.

FF. Expired or Expiring FLPA Covenant – Parcels with an FLPA Digest Class will be checked to see if the Covenant has expired or is about to expire.

GG. Digest Class = J but No FLPA Covenant Year – Parcels with an FLPA Digest Class will be checked to see if they have a Covenant Year.

HH. Digest Class <> J but FLPA Covenant Year is Assigned – Parcels that do not have an FLPA Digest Class will be checked to see if they have a Covenant Year.

II. FLPA Covenant with No 2008 Base Value – Parcels that have an FLPA Covenant will be checked to see if they have an FLPA Base Value.

JJ. FLPA Covenant with No FLPA Application Number – Parcels that have an FLPA Covenant will be checked to see if they have an FLPA Application Number.

KK. FLPA Base Value <> Parcel Acres * 2008 Per Acre Value – Parcels that have an FLPA Covenant will be checked to see if the FLPA Base Value is not equal to the Parcel Acres multiplied by the 2008 Per Acre Value.

LL. FLPA Covenant without a Covenant History Record – Parcels that have an FLPA Covenant will be checked to see if the Covenant has a History Record.

MM. FLPA Covenant Acres do not match Parcel Acres – Parcels that have an FLPA Covenant will be checked to see if the Covenant Acres match the Parcel Acres.

NN. FLPA Covenant with No Current Covenant Value – Parcels that have an FLPA Covenant will be checked to see if the Covenant Value is zero.

OO. FLPA Covenant with No Unadjusted Covenant Value – Parcels that have an FLPA Covenant will be checked to see if the Unadjusted Value is zero.

PP. FLPA Covenant Beginning Covenant History Date does not match Covenant Year – Parcels that have an FLPA Covenant will be checked to see if the Beginning Covenant History Date matches the Covenant Year.

QQ. FLPA Covenant Original Covenant History Date does not match Covenant Year – Parcels that have an FLPA Covenant will be checked to see if the Original Covenant History Date matches the Covenant Year.

RR. FLPA Covenant History Year is Zero – Parcels that have an FLPA Covenant will be checked to see if the Covenant History Year is zero.

SS. FLPA Covenant History Value is Zero – Parcels that have an FLPA Covenant will be checked to see if the Covenant History Value is zero.

TT. FLPA Covenant 3% Value Change Limit Exceeded – Parcels that have an FLPA Covenant will be checked to see if the Covenant Value has increased more than 3%.

UU. FLPA Covenant History record but No Parent Parcel record – The FLPA Covenant History record will be checked to see if a Parent Parcel record exists for this record.

VV. FLPA Audit – An Excel file, flpa_base_audit.xls, will be created which contains data that the Local Government Services auditors will use to confirm the FLPA FMV that is used in the state reimbursement to the counties for the Forest Land Protection Act covenants.

WW. NADA Valid Widths – Checks for invalid NADA widths in Manufactured Housing.

XX. SB346 Sales List – Sales with a sales reason which has been classified as an Arm's Length Transaction, are one year removed from the digest year, net sales price is less than the value of the parcel and have not been flagged as SB346 sales will be listed.

YY. SB346 Sales List – Sales flagged as SB346 sales whose net sales price is greater than the value of the property will be listed.

Selected Data Edits

If the user keys an "S" on the screen that appears when the **Tools >> File Maintenance >> Data Edits** choice is made, a second screen will appear, below, where **Selected Data Edits** can be run by keying a "Y" to the right of the edit for each of the edits that are to be run.

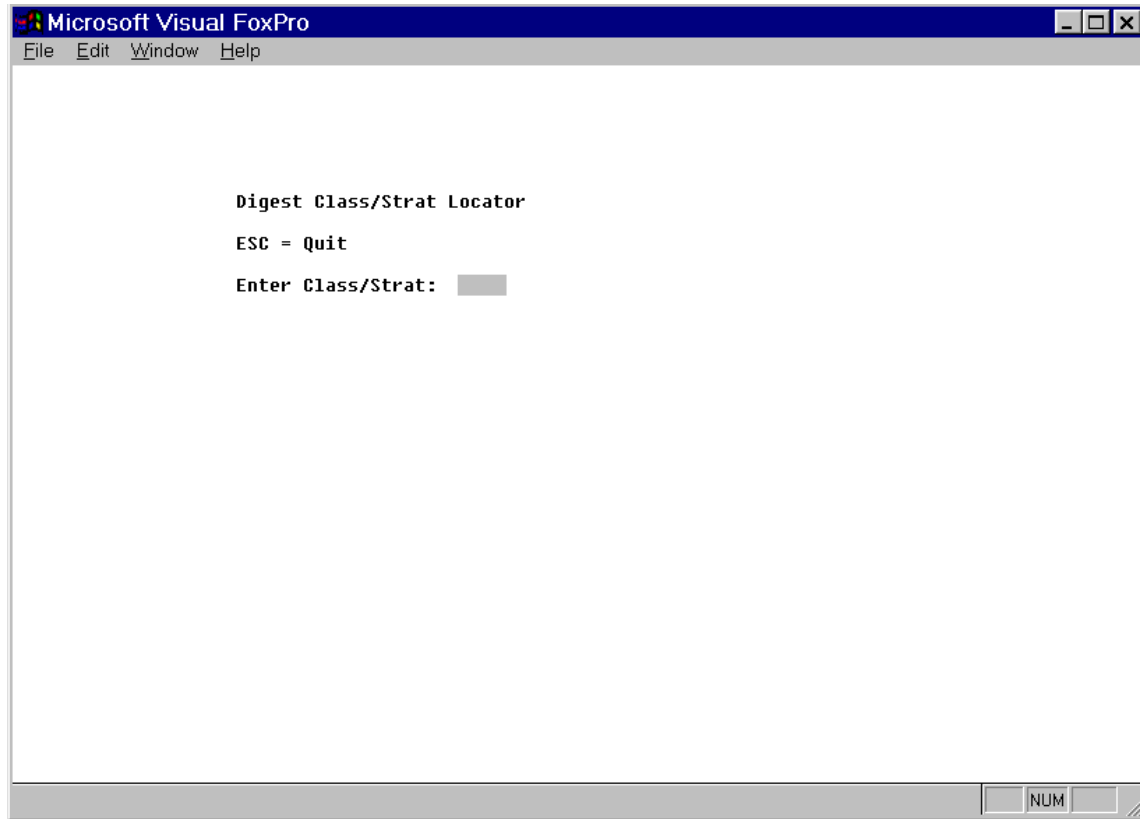
** = All users must be out of WinGAP before running edit!!
ESC = Quit

Childless Edits (Y/N)	<input type="checkbox"/>	Freeport Edits (Y/N)	<input type="checkbox"/>
Current Value Checks (Y/N)**	<input type="checkbox"/>	Mobile Home Edits (Y/N)	<input type="checkbox"/>
Orphan Record Edits (Y/N)**	<input type="checkbox"/>	Missing COA Reasons (Y/N)	<input type="checkbox"/>
Zero Value Checks (Y/N)	<input type="checkbox"/>	Land Edits (Y/N)	<input type="checkbox"/>
Min-Max Values Edit (Y/N)	<input type="checkbox"/>	Accessory Edits (Y/N)	<input type="checkbox"/>
Homestead Edits (Y/N)	<input type="checkbox"/>	Personal No PT50 Edit (Y/N)	<input type="checkbox"/>
Missing Digest Codes (Y/N)	<input type="checkbox"/>	Tax District Check (Y/N)	<input type="checkbox"/>
CUV Edits (Y/N)	<input type="checkbox"/>	Sketch Labels (Y/N)	<input type="checkbox"/>
Pref Edits (Y/N)	<input type="checkbox"/>	Property Components (Y/N)	<input type="checkbox"/>
FLPA Edits (Y/N)	<input type="checkbox"/>	List SB346 Sales (Y/N)	<input type="checkbox"/>

At the conclusion of the Selected Data Edits routine, the user will be presented a preview of the Data Edits report, after next page, for the edits that were selected. The user can elect to print all of the report, select a range of pages to print or print none of the report.

Cls/Str Locator

If the user keys an "C" on the screen that appears when the **Tools >> File Maintenance >> Data Edits** choice is made, a second screen will appear, next page, where a Class/Strat code can be keyed and a report generated for all properties where the code has been assigned.



The desired Class/Strat, such as R1, should be keyed, followed by Enter. The Data Edit procedures for that Class/Strat will run, and when they are finished, the user will be prompted to enter another Class/Strat, which can be done, or the Enter key can be pressed to produce the Data Edits Report.

Data Edits Report

At the completion of the edit routines, the user is presented a preview of the Data Edits report. The report can be printed in its entirety, by selected pages or previewed only. An example of the report can be seen on the next page.

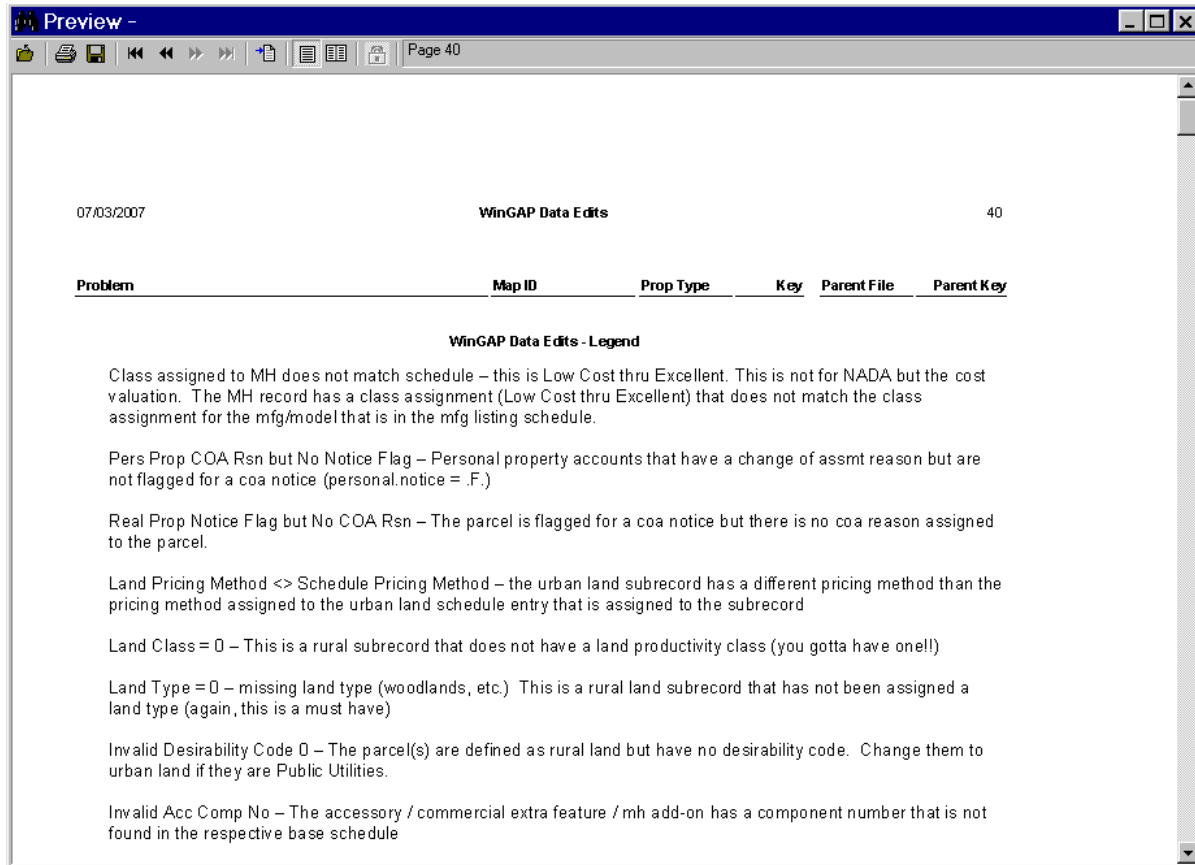
03/07/2005		WinGAP Data Edits			1	
Problem	MapID	Prop Type	Key	Parent File	Parent Key	
Owners w/o child records		Owner	15466		0	
Owners w/o child records		Owner	15463		0	
Parcels w/o child records	001 003Y	Real	5174		0	
Parcels w/o child records	004 005Y	Real	5194		0	
Parcels w/o child records	0058- -002	Real	4218		0	
Parcels w/o child records	0059- -024	Real	4217		0	
Parcels w/o child records	100 001	Real	4226		0	
Parcels w/o child records	123 001	Real	4231		0	
Parcels w/o child records	123 333	Real	4230		0	
Parcels w/o child records	222	Real	5212		0	
Parcels w/o child records	222 999	Real	4227		0	
Parcels w/o child records	900	Real	4233		0	
Parcels w/o child records	TEST 099	Real	5193		0	
Parcels w/o child records	TEST IT	Real	5191		0	
Res Imps (MH) w/o mobile records	005 009	Res Imp	2460	Real	53	
Res Imps (MH) w/o mobile records	005 016	Res Imp	2370	Real	60	
Res Imps (MH) w/o mobile records	005 026	Res Imp	2065	Real	70	
Res Imps (MH) w/o mobile records	006 009	Res Imp	2247	Real	83	
Res Imps (MH) w/o mobile records	006 027	Res Imp	2014	Real	3581	
Res Imps (MH) w/o mobile records	011 018	Res Imp	2237	Real	160	
Res Imps (MH) w/o mobile records	012 014	Res Imp	54	Real	175	
Res Imps (MH) w/o mobile records	012 016	Res Imp	57	Real	177	
Res Imps (MH) w/o mobile records	014 017	Res Imp	2406	Real	215	
Res Imps (MH) w/o mobile records	015 022	Res Imp	81	Real	257	

Following is an explanation of each column in the report:

- Problem – a definition of the edit that produced an entry on the report
- MapID – the map and parcel identifier
- Prop Type – the property type that has been identified as having a problem
- Key – the unique key number that is associated with the record having the problem
- Parent File – Some property items can only be accessed through another property type known as its parent which is identified in this column. For example, a residential improvement cannot be accessed directly. The user must first locate the parcel, open the residential improvement with the Edit button and identify the improvement in question with the key identifier from the Key column. In this case, the parent file would be Real and the property type would be Res Imp.
- Parent Key – the account number for the parent property type

WinGAP Administration

The last page of the Data Edits Report, as seen below, contains some instructions on how to correct some of the problems identified in the Edits Report.



07/03/2007 **WinGAP Data Edits** 40

Problem	Map ID	Prop Type	Key	Parent File	Parent Key
---------	--------	-----------	-----	-------------	------------

WinGAP Data Edits - Legend

Class assigned to MH does not match schedule – this is Low Cost thru Excellent. This is not for NADA but the cost valuation. The MH record has a class assignment (Low Cost thru Excellent) that does not match the class assignment for the mfg/model that is in the mfg listing schedule.

Pers Prop COA Rsn but No Notice Flag – Personal property accounts that have a change of assmt reason but are not flagged for a coa notice (personal.notice = .F.)

Real Prop Notice Flag but No COA Rsn – The parcel is flagged for a coa notice but there is no coa reason assigned to the parcel.

Land Pricing Method <> Schedule Pricing Method – the urban land subrecord has a different pricing method than the pricing method assigned to the urban land schedule entry that is assigned to the subrecord

Land Class = 0 – This is a rural subrecord that does not have a land productivity class (you gotta have one!!)

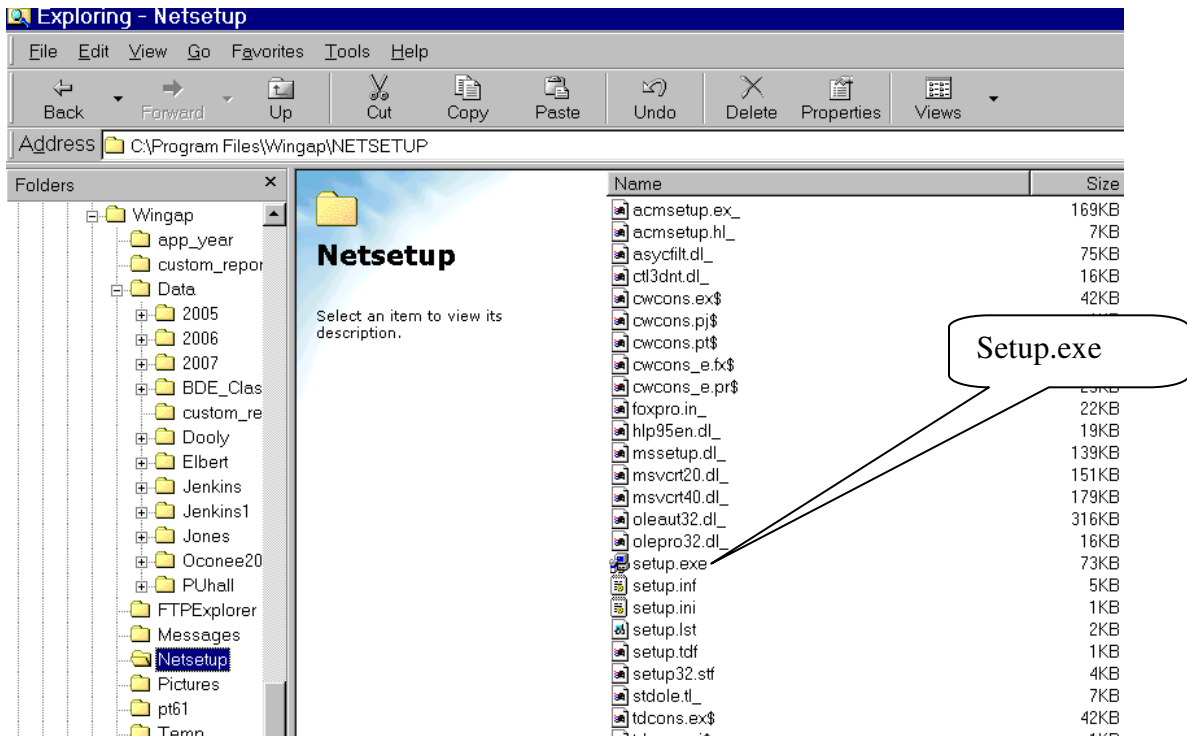
Land Type = 0 – missing land type (woodlands, etc.) This is a rural land subrecord that has not been assigned a land type (again, this is a must have)

Invalid Desirability Code 0 – The parcel(s) are defined as rural land but have no desirability code. Change them to urban land if they are Public Utilities.

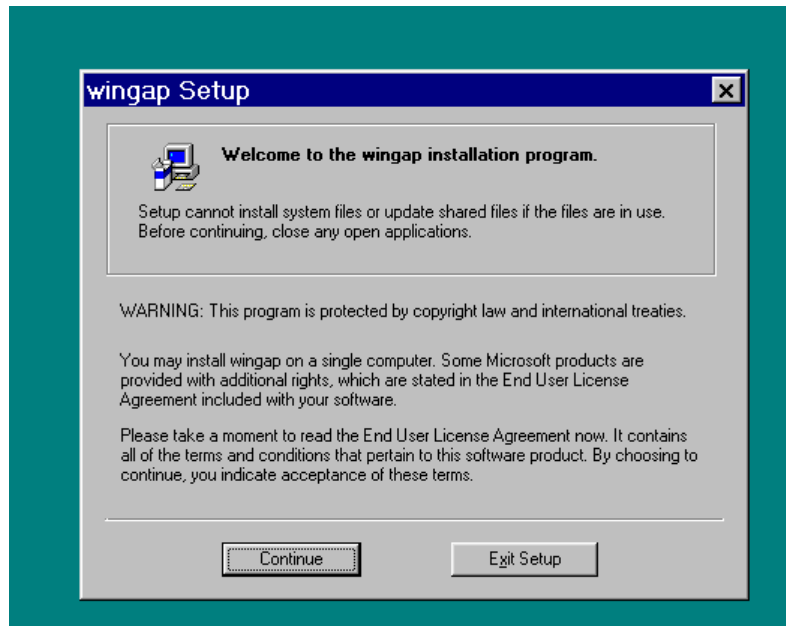
Invalid Acc Comp No – The accessory / commercial extra feature / mh add-on has a component number that is not found in the respective base schedule

Running NetSetup

To run NetSetup, the user should run Windows Explorer and navigate to the Netsetup folder within the Program Files >> WinGAP folder, as shown below. If the NetSetup folder is not present, the folder and its contents can be downloaded from <ftp://ftp.wingap.com/misc>.



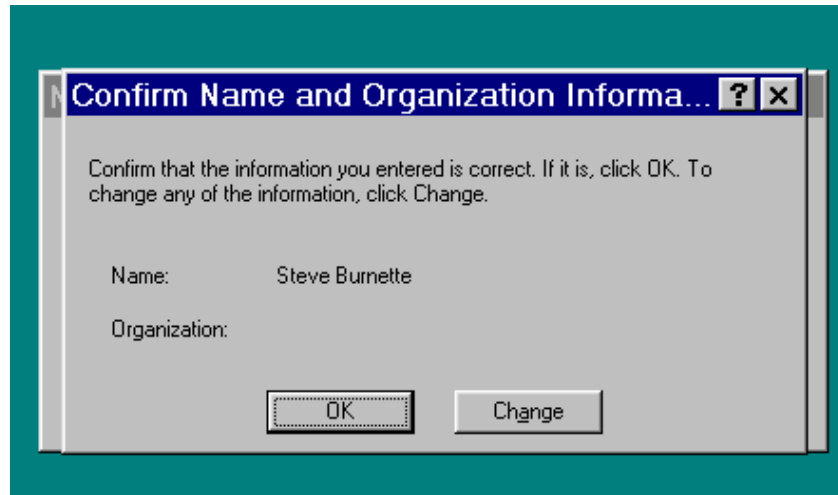
The user should double-click on the setup.exe file within this folder, as shown above. This will produce the WinGAP Setup Form, as shown on the next page.



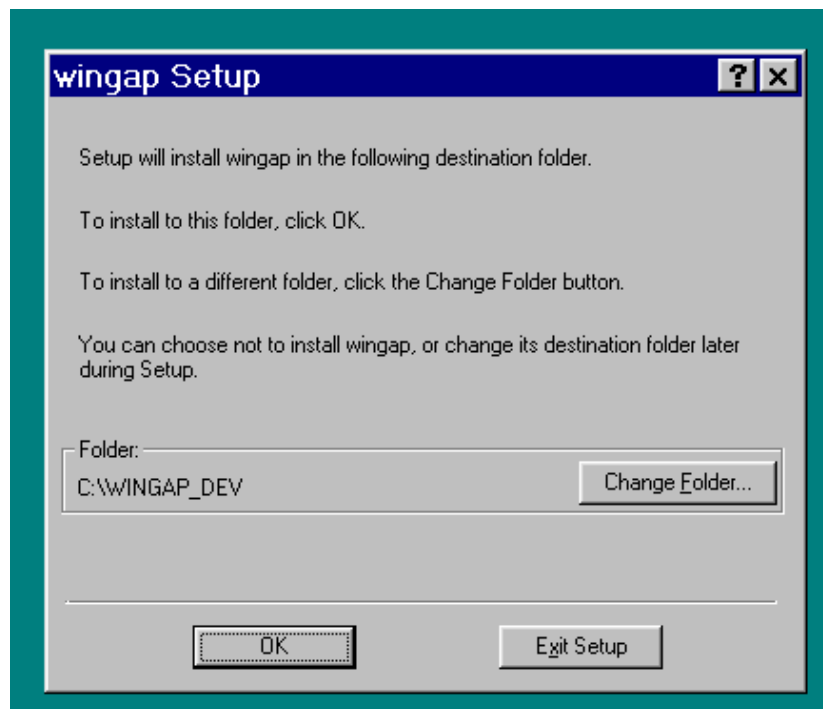
The Continue Button should be clicked to proceed to the Name and Organization Form, below.

The screenshot shows a Windows-style dialog box titled "Name and Organization Information". Inside the dialog, there is a small icon of a computer with a monitor and a tower. To the right of the icon, the text reads: "Enter your full name in the box below. You may also enter the name of your organization. Setup will use this information for subsequent installations of the product." Below this text, there are two input fields. The first is labeled "Name:" and contains the text "Steve Burnette". The second is labeled "Organization:" and is currently empty. At the bottom of the dialog, there are two buttons: "OK" and "Exit Setup".

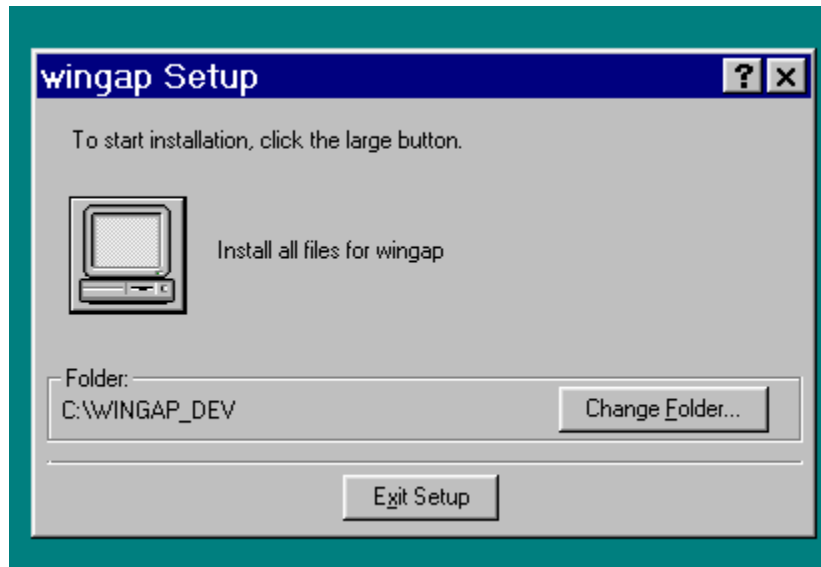
After keying the appropriate user name and organization name into the fields on the Form, and clicking the OK Button, the user will receive a Confirmation Form, next page, where the information can be checked and the OK Button clicked to proceed.



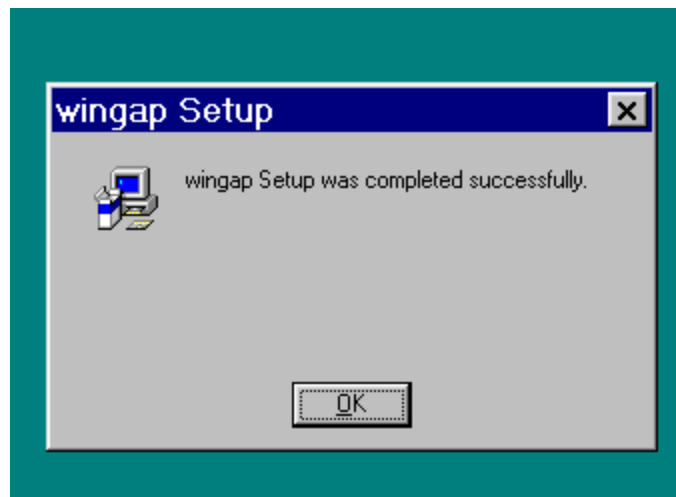
WinGAP will then search for installed components, and once they are found, produce the message shown below.



The default folder can be changed, if necessary, by clicking the Change Folder Button. The OK Button should be clicked to proceed to the Install all files for WinGAP Form, next page, where the large Button on the left of the Form should be clicked to continue with the installation.



The user may receive various messages as the installation continues. At the conclusion, the following message should be received:

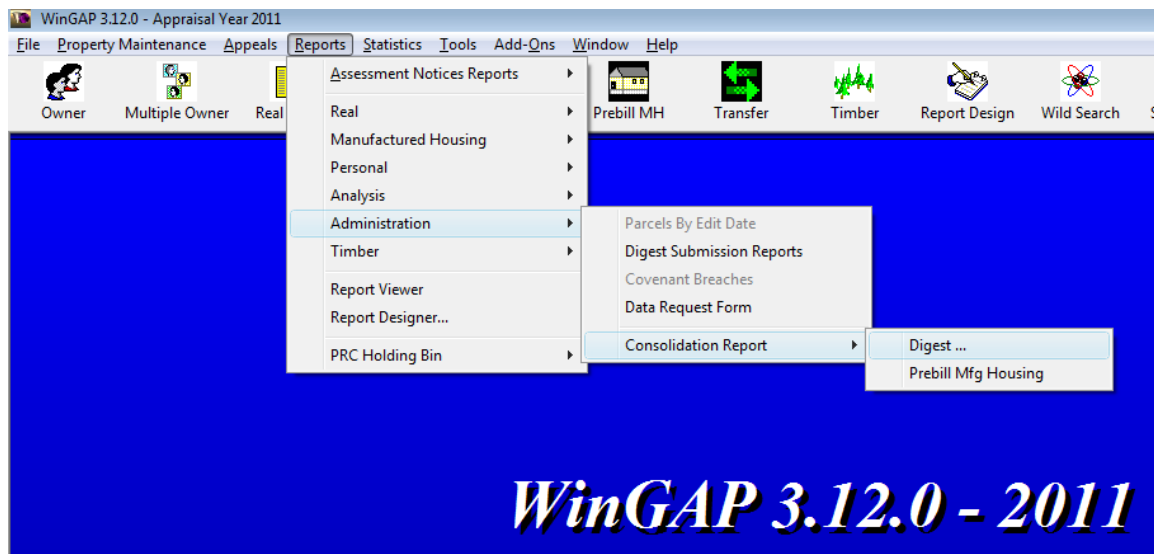


The OK Button can be clicked to conclude NetSetup.

Consolidation Reports

Consolidation reports (Reports >> Administration >> Consolidation Report >> Digest) should be printed for the current digest year and compared to the previous digest year's reports looking for obvious errors (compare R1 to R1, R3 to R3, etc). Two consolidation reports will be generated. The first report will contain the Moratorium Assessed Value summary. The second report will use FMV to generate the consolidated totals.

Clicking on the Consolidation Report option produces a sub-menu of two options, the Digest consolidation report, and the Prebill Mfg Housing consolidation report, as seen below.



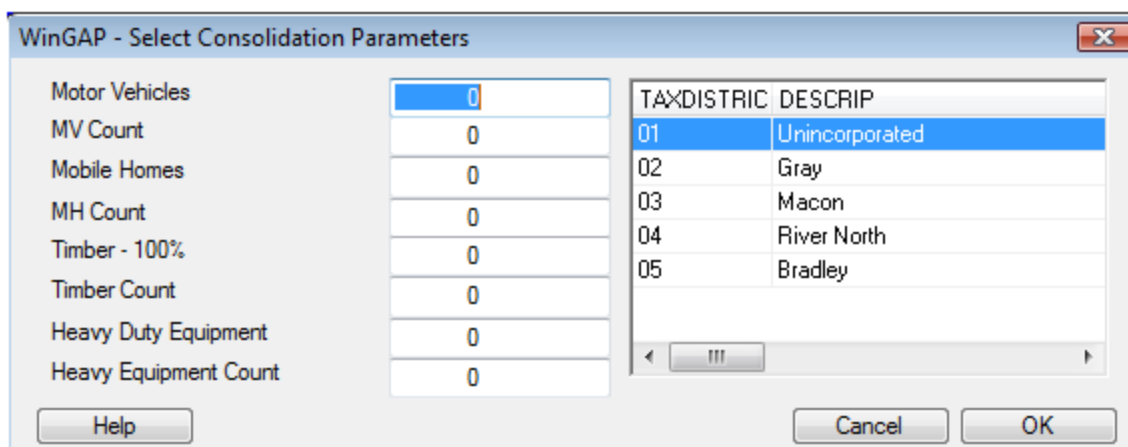
Digest consolidation report: The Digest consolidation report is a tool that will provide the user with information concerning the counts and total assessments (40% values) of the digest class and strat combinations. **The Digest Consolidation Report is not the official consolidation report which is produced by the Tax Commissioner.** The primary function of this report is to provide the user with summary information concerning the appraisals that have been made throughout the county. The user should compare the results of this report to those of previously printed reports such as last year's report, a report prior to a schedule modification, etc., in an effort to locate grievous errors. Examples of such errors are:

- ❑ Errant data entry resulting in a property component being grossly overvalued. This might result in a single residential improvement being valued at 100,000,000. A comparison of the R1's would allow the user to identify that an error had been made
- ❑ Errant data entry on schedule values. Instead of keying a land value of 2000 per acre for a rural land class, a value of 2.00 per acre was keyed. A comparison of the A5 values should bring this to the user's attention.

- ❑ Improperly keying Freeport inventory or not updating the Return Date could result in the value of the CP + IP class/strat combination being zero or extremely low. A comparison of these class/strats with last year's would quickly show that an error had been made.

To print the Digest consolidation report, the user should select the Digest option on the **Reports >> Administration >> Consolidation** submenu, which will produce the Select Consolidation Parameters Form, below.

NOTE: If the user receives a message concerning missing Visual FoxPro libraries, a DOR Technical Support agent should be contacted. Do not proceed with the printing of the Consolidation Report!!!)



The dialog box titled "WinGAP - Select Consolidation Parameters" contains a list of categories on the left and a table of tax districts on the right. The categories and their values are: Motor Vehicles (0), MV Count (0), Mobile Homes (0), MH Count (0), Timber - 100% (0), Timber Count (0), Heavy Duty Equipment (0), and Heavy Equipment Count (0). The table on the right has two columns: TAXDISTRIC and DESCRIP. The rows are: 01 Unincorporated, 02 Gray, 03 Macon, 04 River North, and 05 Bradley. The "01 Unincorporated" row is selected. At the bottom are buttons for Help, Cancel, and OK.

TAXDISTRIC	DESCRIP
01	Unincorporated
02	Gray
03	Macon
04	River North
05	Bradley

The 40% Values and Counts (total number of) for Motor Vehicles, Mobile Homes, Timber (100% Values), and Heavy Duty Equipment should be entered. **Note:** It is not imperative that the values and counts on the left of the screen be entered before running a consolidation report.

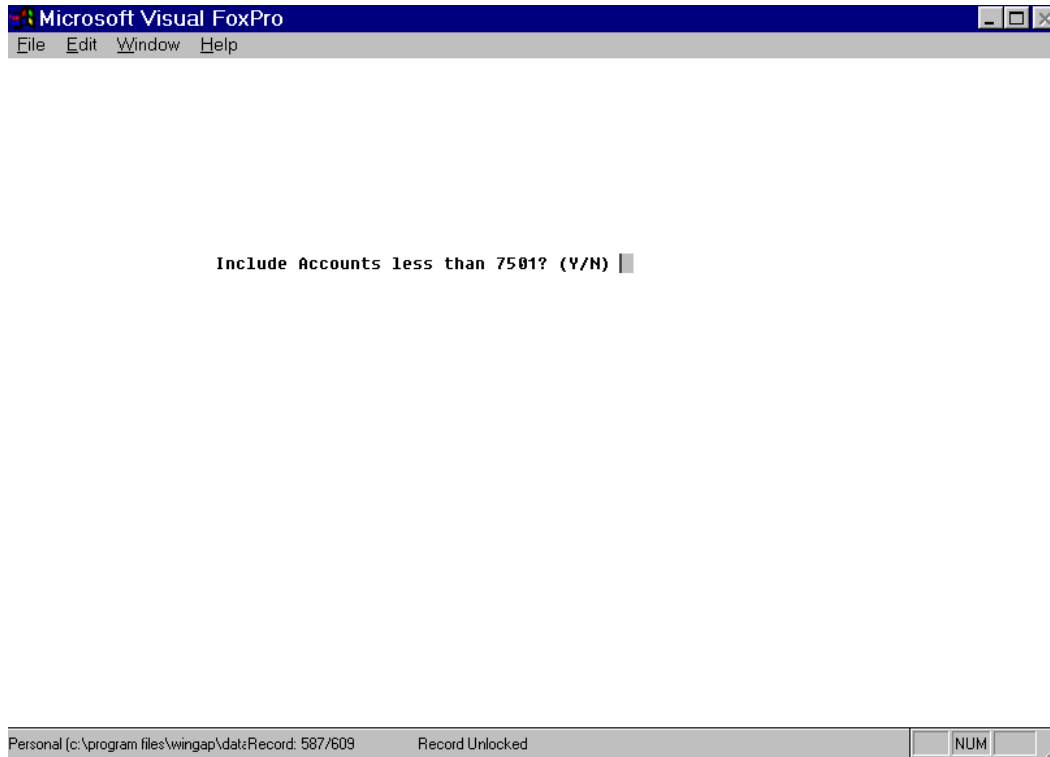
A Consolidation Report can be printed for each Tax District in the County by clicking on that item in the Tax District list box, and then Ok.

A Consolidation Report for all Tax Districts can be printed by clicking on the Tax District at the top of the list box, holding the Shift Key down, clicking on the last Tax District, and then clicking Ok.

A Consolidation Report for selected Tax Districts can be printed by clicking on the first Tax District, holding the Ctrl Key down, clicking on the next Tax District (and so on), and then clicking Ok.

NOTE: After a consolidation report is printed, it is advisable to click Cancel, return to the menu and then access the Digest Consolidation Report option again. This clears the system for the next report.

Once the OK Button is clicked to begin the creation of the Consolidation Report, a Foxpro screen will appear and various messages will display on the screen. The user will then be asked about including Personal Property Accounts less than \$7501, as seen below.



If accounts under \$7501 should be included, a "Y" should be keyed, and the Enter key pressed; if not, a "N" should be keyed, then Enter pressed. A Disclaimer/Instructions screen will then appear, as shown on the next page, with instructions for the user.

Important: The user may receive various error messages as seen on the following page when running the Consolidation Report. For example, when Preferential, Conservation Use, or Environmentally Sensitive land counts do not equal the respective exemption count, a warning, as shown below, will inform the user of this situation. This warning will be issued prior to the display of the Consolidation Report. This situation **MUST** be corrected before a digest can be submitted. Please contact OLS (On Line Support) for assistance in these matters.

```
WARNING!!!  
U digest class count does not equal SU count  
U Count = 36  SU Count = 1  
  
WARNING!!!  
P digest class count does not equal SA count  
P Count = 228  SA Count = 55  
  
WARNING!!!  
W digest class count does not equal SW count  
W Count = 1  SW Count = 0  
  
WARNING!!!  
J digest class count does not equal SJ count  
J Count = 29  SJ Count = 3  
  
WARNING!!!  
J digest class acres does not equal F digest class acres  
J Acres = 7759  F Acres = 6995  
  
Press any key to continue
```

If no errors are present or a key is pressed after the error screen appears, the user will see the following screen.

```
*** The MAU Consolidation Report is for use in the TAO only.  It should not be  
*** considered as the OFFICIAL report which should come from the TC's office.  
*** The primary functions of this report should be for confirmation/ comparative  
*** purposes.  
  
Notepad will now run and open the CRMAU+[date]+[time].txt allowing you to make  
the necessary setup modifications so the Consolidation Sheet can be printed.  
  
If the data is not in a readable format, Highlight all of the text by going to  
Edit>>Select All.  Go, to Format>>Font.  Reduce the Point size to the level that  
provides a readable document and one that can be printed on 8.5 x 11 paper with  
Portrait orientation.  
  
To print the text, go to File>>Print.  You can close Notepad and return to  
Fox by clicking the "X" in the upper right-hand corner of the Notepad window.  
  
When you are ready to run Notepad and view the data, press any key...
```

As the Disclaimer notes, the Consolidation Report in WinGAP is to be used only in the Assessors Office as a tool in preparing the Tax Digest. It is not the official Consolidation Report for the County, which should come from the Tax Commissioner's Office

As the instructions indicate, the Consolidation Report will Preview and Print using the Windows Notepad program. If the report data is not in a readable format, these instructions covering changing the Page Orientation to Landscape and the Font to 6 should be followed. Pressing any key on the above screen will produce the Consolidation Report, as shown on the next page.

WinGAP Administration

Counts/values contained herein are unofficial and should be used only by the TAO office. The counts/values should be used for comparative/confirmation purposes only.

10/11/2010 WARREN COUNTY - 2011 MORATORIUM ASSESSED VALUE
07:18:28

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TAX DISTRICT: 01

Parcel Count: 3017

RESIDENTIAL				COMMERCIAL			
CODE	COUNT	ACRES	40% VALUE	CODE	COUNT	ACRES	40% VALUE
R1	3,027		4,712,500	C1	90		1,275,390
R3	172	130.79	301,273	C3	4	0.00	0
R4	1,508	7,351.14	5,010,543,338	C4	25	47.64	12,742
R5	2	156.00	22,661	C5	2	227.83	230,545
R6	0		0	C9	0	0.00	0
R9	5	0.00	3,360	CA	1		106,000
RA	2		310,796	CB	8		9,357
RB	137		99,795	CF	15		213,233
RF	6		16,002	CI	0		0
RI	0		0	CP	0		0
RZ	0		0	CZ	0		0
TRANSITIONAL				INDUSTRIAL			
CODE	COUNT	ACRES	40% VALUE	CODE	COUNT	ACRES	40% VALUE
T1	2		2,177	I1	172		1,883,888
T3	0	0.00	0	I3	0	0.00	0
T4	1	1.00	0	I4	7	60.36	7,710
HISTORICAL				UTILITY			
CODE	COUNT	ACRES	40% VALUE	CODE	COUNT	ACRES	40% VALUE
H1	0		0	I9	73	1,509.56	1,389,000
H3	0	0.00	0	IA	0	0.00	2,492
AGRICULTURAL				EXEMPT PROPERTY			
CODE	COUNT	ACRES	40% VALUE	CODE	COUNT	ACRES	40% VALUE
A1	1,432		2,512,720	U1	0		0
A3	1	360.75	244,672	U2	24		420,950
A4	33	531.91	953,745,312	U3	2	0.00	0
A5	817	117,285.31	67,332,353	U4	0	0.00	0
A6	34		163,623	U5	0	0.00	0
A9	0	0.00	0	U9	0	0.00	0
AA	2		61,848	UA	0		0
AB	47		35,581	UB	0		0
AF	163		478,302	UF	0		0
AI	0		0	UZ	0		0
AZ	0		0	EXEMPT PROPERTY			
PREFERENTIAL				CODE	COUNT	40% VALUE	
CODE	COUNT	ACRES	40% VALUE	E0	0	0	
P3	0	0.00	0	CONSERVATION USE			
P4	17	198.19	115,807,597	CODE	COUNT	ACRES	40% VALUE
P5	211	36,512.92	19,956,603	V3	6	12,005.38	3,041,835
P6	199		355,455	V4	5	68.75	165,225,397
P9	0	0.00	0	V5	25	4,625.76	2,730,701
V6	57		49,596				
TOT:	197		292,739,638				

WinGAP Administration

Counts/values contained herein are unofficial and should be used only by the TAO office.
The counts/values should be used for comparative/confirmation purposes only.

10/11/2010 WARREN COUNTY - 2011 MORATORIUM ASSESSED VALUE
07:18:28

Pg 2

TAX DISTRICT: 01

Parcel Count: 3017

ENVIRONMENTALLY SENSITIVE

CODE	COUNT	ACRES	40% VALUE
W3	0	0.00	0
W4	0	0.00	0
W5	1	425.00	241,534
FLPA			
CODE	COUNT	ACRES	40% VALUE
J3	1	613.89	160,000
J4	2	39.08	7,256
J5	26	7,106.16	3,960,465
J9	0	0.00	0

BROWNFIELD

CODE	COUNT	ACRES	40% VALUE
B1	0		0
B3	0	0.00	0
B4	0	0.00	0
B5	0	0.00	0
B6	0		0
FLPA FMV			
CODE	COUNT	ACRES	40% VALUE
F3	1	613.89	161,330
F4	2	39.08	10,950
F5	24	6,342.21	2,549,420
F9	0	0.00	0

HOMESTEAD AND PROPERTY EXEMPTIONS - MORATORIUM ASSESSED VALUE

CODE	COUNT	STATE	COUNTY M&O	SCHOOL M&O
S1	647	1,211,992	1,211,992	1,211,992
SC	2	30,352	4,000	4,000
S3	8	15,301	15,301	34,587
S4	53	333,801	147,795	236,499
S5	3	101,525	101,525	101,525
SD	2	76,744	50,000	50,000
SS	1	50,000	50,000	50,000
SE	0	0	0	0
SG	0	0	0	0
S6	0	0	0	0
S8	0	0	0	0
S9	0	0	0	0
SF	0	0	0	0
SP	462	202,747	202,747	202,747
SA	55	1,318,181	1,318,181	1,318,181
SH	0	0	0	0
ST	1	8,577	8,577	8,577
SV	1	5,629,828	5,629,828	5,629,828
SW	0	241,534	241,534	241,534
SB	0	0	0	0
SJ	3	3,921,185	3,921,185	3,921,185
SY	0	0	0	0
SX	0	0		

TOT: 1,238 13,141,767 12,902,665 13,010,655

WinGAP Administration

The last page will contain the Summary Values for the Consolidation Report.

Counts/Values contained herein are unofficial and should be used only by the TAO office.
The counts/values should be used for comparative/confirmation purposes only.

10/11/2010 WARREN COUNTY - 2011 MORATORIUM ASSESSED VALUE
07:18:28

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TAX DISTRICT: 01

Parcel Count: 3017

SUMMARY			
GROUP	COUNT	ACRES	40% VALUE
Residential	4,859	7,637.93	5,016,009,725
Residen Transitional	3	1.00	2,177
Historic	0	0.00	0
Industrial	269	1,569.92	7,112,856
Agricultural	2,529	118,177.97	1,024,574,411
Preferential	427	36,711.11	136,119,655
Conservation Use	93	16,699.89	171,047,529
Enviromentally Sen	1	425.00	241,534
Commercial	145	275.47	1,847,267
Utility	27	0.00	508,950
Brownfield	0	0.00	0
FLPA (J)	29	7,759.13	4,127,721
FLPA FMV (F)	27	6,995.18	2,721,700
Motor Vehicle	0		0
Mobile Home	0		0
Timber	0		0
Heavy Truck Equipment	0		0
Gross Digest Total	8,382	189,257.42	6,361,591,825
Exemptions-Bond	523		11,473,577
Net Bond Digest	7,859		6,350,118,248
Gross Digest	8,382	189,257.42	6,361,591,825
Exemptions M&O	1,238		12,902,665
Net M&O Digest	7,144		6,348,689,160
TYPE	ASSESSED VALUE	TAX LEVIED MILLAGE	TAX
M&O	6,348,689,160		
Bond	6,350,118,248		

As the preview of the MAV report is being displayed, the second consolidation report containing the FMV is being generated. The question concerning the Personal Property accounts less than 7501 will need to be responded to and when done, the report will be presented for review. The two reports, MAV and FMV, can be distinguished by their titles.

The purpose of the consolidation report is to comply with DOR regulation 560-11-2-.61

10/11/2010
07:25:34

WARREN COUNTY - 2011 FAIR MARKET VALUE

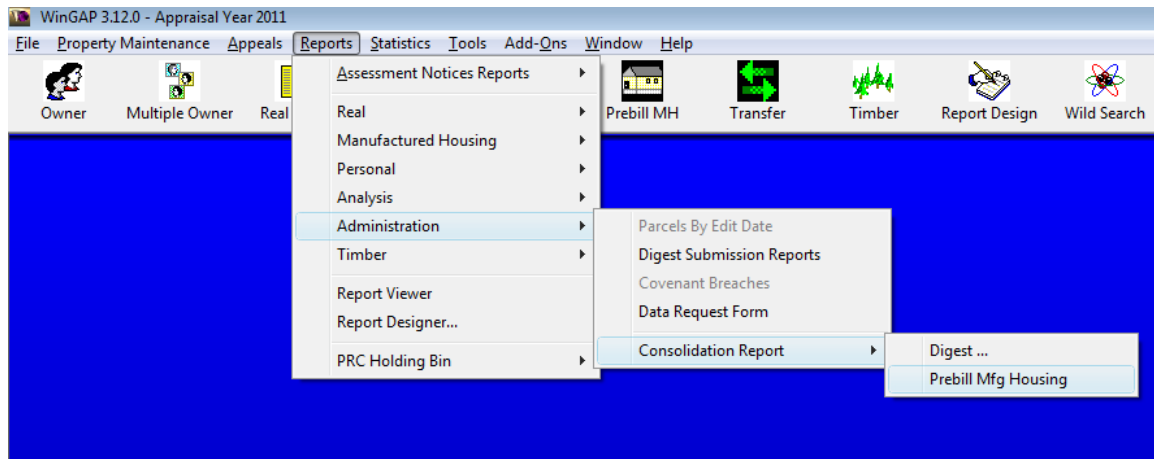
Pg 1

TAX DISTRICT: 01

Parcel Count: 3017

Prebill Mfg Housing consolidation report: To print the Prebilled Manufactured Housing consolidation report, the user should click on this option on the **Reports >> Administration >> Consolidation Report** submenu, next page, and the Prebilled Manufactured Consolidation Report preview window will appear, next page, where the report can be printed.

WinGAP Administration



10/11/2010

Prebilled Mfg Housing Consolidation Report

1

Tax District

Taxable	
Count	15
100 % Value	892,807

Exempt	
Count	0
100 % Value	0

Taxable & Exempt	
Count	15
100 % Value	892,807

Tax District 01

Taxable	
Count	333
100 % Value	13,264,477

Exempt	
Count	2
100 % Value	35,817

Taxable & Exempt	
Count	335
100 % Value	13,300,294

Tax District 02

Taxable	
Count	146
100 % Value	4,549,963

Exempt	
Count	0
100 % Value	0

Taxable & Exempt	
Count	146
100 % Value	4,549,963

Tax District 03

Taxable	
Count	11
100 % Value	616,240

Exempt	
Count	0
100 % Value	0

Taxable & Exempt	
Count	11
100 % Value	616,240

Tax District 04

Taxable	
Count	23
100 % Value	632,683

Exempt	
Count	0
100 % Value	0

Taxable & Exempt	
Count	23
100 % Value	632,683

Prebilled Count & Value Summary

Taxable	
Total Count	528
Total 100 % Value	19,956,170

Exempt	
Total Count	2
Total 100 % Value	35,817

Taxable & Exempt	
Total Count	530
Total 100 % Value	19,991,987